

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2807

1 JUNE 1999

**AIR FORCE MATERIEL COMMAND
Supplement 1**

5 APRIL 2000

Personnel

**HEADQUARTERS UNITED STATES AIR
FORCE DEPUTY CHIEF OF STAFF AIR AND
SPACE OPERATIONS ANNUAL AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 36-2807, 18 May 1994.
AFI 36-2807/AFMC Sup 1,
31 October 1994

Pages: 65
Distribution: F

This instruction implements AFI 36-28, *Awards and Decorations Programs*. It establishes the criteria and procedures for submitting nominations for awards administered or overseen by HQ USAF/XO. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ USAF/XOS, 1210 Air Force Pentagon, Washington DC 20330-1210. See [Attachment 1](#) for a list of references, abbreviations, acronyms, and terms.

(AFMC) This supplement and AFI 36-2807 prescribes Air Force Materiel Command's (AFMC) participation in the annual awards programs sponsored by HQ USAF, DCS, Plans, and Operations, and private organizations that seek Air Force participation. It applies to all AFMC units and individuals. This supplement does not apply to US Air Force Reserves or Air National Guard units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision consolidates AFI 36-2847, Intelligence Awards, dated 28 February 1994 which is rescinded. It adds Chapter 6, Combat Control Awards; Chapter 7, Field of Aeronautics and Astronautics Awards; Chapter 10, SSgt Henry E. "Red" Erwin Outstanding Enlisted Aircrew Member of the Year Award; Chapter 13, Lieutenant General Claire Lee Chennault Award; Chapter 15, Pararescue Awards; Chapter 16, Intelligence Awards; and Chapter 17, Daedalian Exceptional Pilot Award.

(AFMC) This revision aligns the AFMC supplement with AFI 36-2807.

AFI 36-2807, 1 June 1999, is supplemented as follows:

Chapter 1

GENERAL INFORMATION

1.1. Purpose of the Awards. These annual awards:

- 1.1.1. Enhance the overall visibility of Air Force personnel and their accomplishments.
- 1.1.2. Recognize outstanding achievement by officers, senior noncommissioned officers, noncommissioned officers, airmen, and civilians.
- 1.1.3. Reward individuals for initiative and valuable actions.

1.2. Air Force News Coverage. Make sure the program and the achievements of the winners are properly publicized.

- 1.2.1. HQ USAF/XO provides a list of the winners, copies of the respective citations, and photo (black and white) if possible, to the Air Force News Bureau (SAF/PA-CCL). Forward this information to the Air Force News Agency so they can include it in Air Force internal information products.
- 1.2.2. The applicable major command (MAJCOM), field operating agency (FOA), or direct reporting unit (DRU), forwards notification of the winner's selection, along with a copy of the citation, to the Public Affairs office at the winner's home installation for local use.
- 1.2.3. Winners can complete a DD Form 2266, **Information for Hometown News Release**, for submission to their local Public Affairs office.

1.3. Nominations. In an effort to streamline the workload and to standardize the nomination process, all nomination packages for these awards will be submitted on AF Form 1206, **Nomination for Award**, IAW AFD 36-28, *Awards and Decorations Program*. They are limited to two pages using 12 pitch, Times New Roman font, unless otherwise indicated.

- 1.3.1. (Added-AFMC) HQ AFMC/CCQ and commanders of AFMC field units reporting to HQ AFMC may each submit nominations. Submit one nomination, unless other specified, for each award/trophy or category. Do not submit nominations directly to HQ USAF or to the award/trophy sponsor.
- 1.3.2. (Added-AFMC) Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Do not sign the write-ups. Provide one original and three (unless otherwise stated) additional copies of the nomination package for each nomination. Provide an electronic copy of the nomination package (write-up, biography, and citation) on diskette. Ensure an electronic copy of the form is also included.
- 1.3.3. (Added-AFMC) Required documentation may consist of but is not limited to the following:
 - Commander's endorsement memo
 - Nomination write-up
 - Biography
 - Citation
 - Records review RIP

- Quality statement
- Diskette

1.3.4. (Added-AFMC) Fasten each nomination with paper clips and place in a folder. Do not include supporting documents such as published articles or books. Do not staple or punch holes in the packages.

1.3.5. (Added-AFMC) Send through command channels and get the endorsements of the Center commander, vice commander, or executive director.

1.3.6. (Added-AFMC) Do not send classified material.

1.3.7. (Added-AFMC) A quality review statement is required for individual nominations submitted on military and Department of the Air Force civilian personnel. It will be signed and dated by the person (other than the nominee) who verified the information and will read:

- Military Nomination. "I, (rank or title and name), verify (nominee's rank and name) did not have an active UIF or unfavorable information in a PIF during the nomination period of the (trophy/award)."
- Civilian Nomination. "I, (rank or title and name), verify the official records of (nominee's name) did not contain any disciplinary or adverse action information, nor is action pending that would reflect unfavorably during the nominating period of the (trophy/award)."

1.3.8. (Added-AFMC) Send one base-level report of individual personnel (RIP) (records review) with each individual nomination. Do not send RIPs when submitting a team, unit, or organization.

1.4. Disposition of Documentation. Dispose of board procedures, nomination packages, and other documentation in accordance with AFMAN 37-139, *Records Disposition Schedule* (formerly AFR 4-20, volume 2).

1.5. Recordkeeping. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in Title 10, United States Code, Chapter 857. System of records notice F036 AF PC V, Awards and Decorations, applies.

1.6. Questions. Direct questions about the awards to the office of primary responsibility (OPR) for the award. See [Attachment 2](#) for a list of awards and OPRs.

Chapter 2

GRAY EAGLE AWARD

2.1. Introduction. This chapter provides procedures for the Gray Eagle Award, assigns appropriate responsibilities, and establishes selection criteria. It applies to all Air Force line officer pilots currently on active duty.

2.2. Background of Award. The Air Force established the Gray Eagle Award to honor the US Air Force pilot on active duty or extended active duty (EAD), with the longest period of continuous aviation service.

2.3. Purpose of Award. This award recognizes the long service, depth of experience, and broad aviation knowledge of senior Air Force pilots. By honoring the individual with the longest pilot service, the Air Force reinforces the camaraderie and heritage within the pilot profession. Senior pilots set an example for those who follow, and this award acknowledges their leadership and achievements.

2.4. Description of the Award. The award consists of two elements: a permanent trophy on display at Headquarters Air Force and a miniature replica presented to the incumbent.

2.5. Responsibilities:

2.5.1. HQ USAF Deputy Chief of Staff for Air and Space Operations (HQ USAF/XO) administers the award. He maintains the precedence list for prospective Gray Eagles according to eligibility criteria based on aviation service.

2.5.2. HQ USAF Deputy Chief of Staff for Personnel (HQ USAF/DP) maintains personnel data to determine active duty service of eligible candidates.

2.5.3. The Secretary of the Air Force Office of Public Affairs (SAF/PA) prepares a public release announcement as required.

2.5.4. HQ USAF Air Force Protocol (HQ USAF/CVAP) maintains the Gray Eagle trophy on display at Headquarters Air Force and miniature replicas for presentation.

2.5.5. HQ USAF Executive Review Secretariat (HQ USAF/CVS) arranges presentation of the award as a Corona Top agenda item.

2.6. Eligibility Criteria. All Air Force line officer pilots are eligible. Longevity is based on the date pilot wings were awarded (Date of Original Rating). The pilot holding the longest original rating date with at least 6 months retainability as of 15 June, not recalled and without a break in service, will be designated the Gray Eagle. (A "break in service" is a period of more than 12 months when the pilot transferred from active duty to the Air Reserve Component or from the Air Reserve Component to active duty.) If two or more pilots have the same original rating date, the senior one (based upon date of rank in current grade) qualifies as the Gray Eagle.

2.7. Submissions. Since the Gray Eagle Award is automatically awarded to the most senior Air Force pilot on active duty or extended active duty (EAD), no submission is necessary on AF Form 1206, **Nomination for Award**.

2.8. Award Announcement and Presentation. The Deputy Chief of Staff for Air and Space Operations (HQ USAF/XO) notifies the projected Gray Eagle. The ceremony is normally held in conjunction with the Corona Top.

Chapter 3

AIRFIELD OPERATIONS AWARDS

3.1. Introduction. This chapter provides procedural guidance for the US Air Force Airfield Management and Air Traffic Control (ATC) Awards Programs; explains the Lt General Gordon A. Blake Aircraft Save Award, eligibility, and procedures for submission; describes the annual Airfield Management and ATC awards and nomination procedures. It specifies procedures to recognize personnel that have made notable contributions to the Airfield Management or ATC fields. It provides for US Air Force participation in the Air Traffic Control Association (ATCA) awards competition. This award applies to all Air Force activities that provide airfield management or ATC services.

3.1. (AFMC) Introduction. This supplement provides procedural guidance for the AFMC annual Airfield Management and ATC awards and nomination procedures.

3.2. Lt General Gordon A. Blake Aircraft Save Award:

3.2.1. Aircraft "Save." An action taken by an air traffic controller that results in the safe recovery of an imperiled airborne aircraft or help given to an endangered aircraft on the ground. The controller's performance must clearly extend beyond normal duty requirements, be professional, and cast no reasonable doubt that, without this action, probable damage would have resulted.

3.2.2. Award Eligibility. All US Air Force controllers are eligible. Any other military or civilian controller performing ATC duties in a US Air Force-operated or augmented facility, or in an ANG-unit facility, is eligible. Recognition under this program does not make individuals ineligible for awards under AFI 36-2803, *The Air Force Awards and Decorations Program*.

3.2.3. Who May Nominate. Any person, other than the nominee, having knowledge of the individual's actions may submit a nomination for this award.

3.2.4. Prepare nomination on AF Form 1206, **Nomination for Award**, not to exceed two single-spaced typewritten pages in 12 pitch, Times New Roman font. Include the following information in the following order:

3.2.4.1. Unit, MAJCOM, and base.

3.2.4.2. Grade, name, facility, and control position of ATC controller.

3.2.4.3. Date and time of incident.

3.2.4.4. Aircraft identification, type, and cost.

3.2.4.5. Nature of difficulty.

3.2.4.6. Number of persons on board.

3.2.4.7. Weather at the time of occurrence.

3.2.4.8. Narrative of events.

3.2.5. The nomination narrative will contain factual and specific data and be a factual account of the actions to recover or aid the aircraft. Furnish enough detail for the board to evaluate the events or situation. Avoid generalities, broad or vague terminology, locally used acronyms, contractions, abbrevi-

ations, or restatements of normal duties. The narrative also must include specific actions or contributions of each individual.

3.2.6. Include the following information in the nomination package:

3.2.6.1. A certified tape and certified printed recording of the event. Send only that portion supporting the nomination. State in the commander's letter if a tape recording was not available.

3.2.6.2. Other documents (pilots comments, letters of appreciation or commendation, or statements from other controllers) supporting the nomination package.

3.2.7. Send the original nomination package within 30 workdays to AFFSA/XA, 1535 Command Drive Suite D-302, Andrew AFB MD 20762-7002. Send a copy to the parent MAJCOM OPR for air traffic services. The Operations Support Squadron Commander (or equivalent) signs the nomination package.

3.2.8. "Save" Review Board. AFFSA will convene a "Save" review board at least quarterly. The board will assess nomination packages and select "Save" award recipients. Board members will be officer and senior enlisted air traffic controllers. The Director of Airfield Operations reviews board results. The board sends results to the appropriate MAJCOM OPR for air traffic services.

3.2.9. Nomination Reconsideration. Disapproved nominations may be resubmitted if new or additional substantiating data exists. Commanders provide a brief statement outlining the circumstances of the new data with the new package. The new package will then be reviewed at the next "Save" Review board.

3.2.10. Number of "Saves" Awarded. There is no limit to the number of certificates a person can receive. Only one certificate for the same occurrence will be awarded, regardless of the number of aircraft involved.

3.2.11. Award Forms and Publicity. The following items comprise a "Save" Award package:

3.2.11.1. AF Form 3650, **Lt Gen Gordon A. Blake Aircraft Save Award**. This certificate is awarded to each person qualifying under paragraphs [3.2.1.](#) and [3.2.2.](#)

3.2.11.2. AF Form 3648, **Lt Gen Gordon A. Blake Aircraft Save Awards**. This form is used to permanently display all AF Forms 3649 received by a unit.

3.2.11.3. AF Form 3649, **Aircraft Save**. This form is awarded to the unit for each "Save" and displayed on AF Form 3648 as a historical document.

3.2.11.4. "Save" Pin. This pin is awarded to each person qualifying under paragraph [3.2.1.](#) and [3.2.2.](#) This pin may not be worn on the military uniform.

3.2.11.5. Authority to wear the US Air Force Recognition Ribbon (military). Civilian recipients may wear the Air Force Recognition lapel pin.

3.2.12. News stories should contain only the same factual information as described in the nomination narrative. Stories about the recovery of an imperiled aircraft are not to imply the aircraft was "saved" unless the individual received an AF Form 3649, **Aircraft Save**. AFFSA will send award recipients' names and a brief narrative of events to the Air Force Safety Agency for inclusion in the Flying Safety Magazine.

3.3. Annual US Air Force Airfield Operations Awards:

3.3.1. Award Period. The period from 1 January through 31 December.

3.3.2. Suspense Requirements. MAJCOM nominations should arrive at HQ AFFSA/XA no later than 1 March each year. AFFSA/XA will convene a selection board NLT 15 March of each year and release results as soon as possible after the board convenes.

3.3.2. (AFMC) Suspense Requirements. Base nominations should arrive at HQ AFMC/DOA no later than 15 January (or next duty day thereafter if holiday or weekend) each year. AFMC/DOA will convene a selection board NLT 15 February of each year and release results as soon as possible after the board convenes.

3.3.3. Nomination Packages. The MAJCOM OPR for airfield operations services will send the original of each package and a computer disk containing all nomination data. All nomination packages will contain in order:

3.3.3. (AFMC) Nomination Packages. The Base OPR for airfield operations services will send the original of each package and a computer disk containing all nomination data. All nomination packages will contain in order:

3.3.3.1. Transmittal Letter. Signed by OSS commander (or equivalent) and MAJCOM OPR for Airfield Operations. Do not put any substantiating data in the transmittal letter as it will be detached from the package before it is scored.

3.3.3.2. Cover Page. Background data, centered on the page, double-spaced, and typewritten.

NAME OF AWARD (CATEGORY)

Complex/Facility Name, or if individual award, Nominee's Rank, Name and Duty Title

Unit's Designation

Number of Personnel Assigned (For Complex/Facility Awards only)

Flying Organizations and Aircraft Supported

3.3.3.3. Substantiating Data. This will be no more than one single-sided AF Form 1206, **Nomination for Award**. It must be bullet format, Times New Roman font, 12 point. Do not use local acronyms or abbreviations. Limit information provided in the substantiating data to achievements as outlined in paragraph **3.3.4**.

3.3.4. Description of Awards and Nomination Criteria. Commanders may submit a nomination for each category to their MAJCOM OPR for airfield operations. However, commanders of units submitting nominations for AOF Complex of the Year award may not submit nominations for ATC or AM Facility of the Year Awards (Civilian 2152 Terminal Air Traffic Controllers are eligible for appropriate ATC awards). Each MAJCOM, (to include HQ ANG and AFRC) may only submit one nomination in each category to AFFSA/XA, 1535 Command Drive, Suite D-302, Andrews AFB MD 20762-7002. The nominees must be winners of their respective command Airfield Operations awards program. In the event an annual MAJCOM awards program does not exist, MAJCOMs must establish

adequate nominee selection criteria. Air Force Airfield Operations awards are given annually in the following categories:

3.3.4. (AFMC) Description of Awards and Nomination Criteria. Each base may only submit one nomination in each category to AFMC/DOA, Area A, Bldg 262, Room S143, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006. The nominees must be winners of their respective base Airfield Operations awards program. In the event an annual base awards program does not exist, bases must establish adequate nominee selection criteria.

3.3.4.1. Airfield Operations Flight Complex of the Year. This award is presented for a combination of airfield management and air traffic control facilities when they interact in the achievement of one, or a combination, of the following areas:

- 3.3.4.1.1. A notable contribution to quality, safety, or procedural development of the airfield and ATC systems.
- 3.3.4.1.2. Outstanding handling of an unusual traffic work load, emergency situations, deployments, or exercises.
- 3.3.4.1.3. Sustained efficiency in airfield and air traffic control services as recognized by users of the systems.

3.3.4.2. The D. Ray Hardin Air Traffic Control Facility of the Year. An award given to an ATC facility at a particular unit that has, within the past year, made a notable contribution to the ATC system. Consider the following areas for this award:

- 3.3.4.2.1. A notable contribution to quality, safety, or procedural development of the ATC system.
- 3.3.4.2.2. Outstanding handling of an unusual traffic work load, emergency situations, deployments, or exercises.
- 3.3.4.2.3. Sustained efficiency in air traffic control as recognized by users of the service.

3.3.4.3. Airfield Management Facility of the Year. An award given to an Airfield Management facility at a particular unit that has, within the past year, made a notable contribution to the operations of an airfield. Consider the following areas for this award:

- 3.3.4.3.1. Efforts made by the AM staff to enhance airfield safety (signage, markings, flight-line driving program, etc.).
- 3.3.4.3.2. Outstanding performance by AM personnel during periods of increased workloads (emergency situations, deployments, or exercises).
- 3.3.4.3.3. Sustained efficiency in airfield management as recognized by users of the service.
- 3.3.4.3.4. Superior coordination efforts during airfield construction activities.
- 3.3.4.3.5. Self-help projects undertaken in and around base operations facilities to enhance quality of life.
- 3.3.4.3.6. Extraordinary number of flight plans processed beyond day-to-day operations involving unusual situations or unique support requirements.

3.3.4.4. Colonel Derrel L. Dempsey Officer of the Year. An award given to an Airfield Operations officer (13MX) who contributed to an outstanding degree, their services, ideas, develop-

ments, or accomplishments to enhance the quality, safety, or efficiency of the airfield and air traffic control systems. Consider the following areas for this award:

- 3.3.4.4.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the airfield and air traffic control systems.
- 3.3.4.4.2. A recognized technical paper on ATC or airfield management.
- 3.3.4.4.3. An accepted systems concept or development that significantly enhances management of the AOF.
- 3.3.4.4.4. Facility or system management beyond normal day-to-day operations.
- 3.3.4.4.5. Establishment of rapport between flying organizations and the AOF.
- 3.3.4.4.6. Innovative management techniques.
- 3.3.4.4.7. Outstanding public relations in ATC or airfield management.
- 3.3.4.4.8. Outstanding management of administrative procedures.

3.3.4.5. Air Traffic Control Enlisted Manager of the Year. An award given to an enlisted ATC manager who contributed to an outstanding degree, their services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

- 3.3.4.5.1. Procedures introduced that significantly improved the quality, safety, or efficiency of the ATC system.
- 3.3.4.5.2. A recognized technical paper on ATC.
- 3.3.4.5.3. An accepted systems concept or development that significantly enhances management of the ATC system.
- 3.3.4.5.4. Facility or system management beyond the normal day-to-day operations.
- 3.3.4.5.5. Establishment of rapport between flying organizations and ATC facilities.
- 3.3.4.5.6. Innovative management techniques.
- 3.3.4.5.7. Outstanding public relations in ATC.
- 3.3.4.5.8. Outstanding management of administrative procedures.

3.3.4.6. Airfield Management Senior Noncommissioned Officer (E-7 MSgt through E-9 CMSgt) of the Year. An award given to an enlisted airfield management senior NCO who contributed to an outstanding degree, their services, ideas, developments, or accomplishments in airfield management. Consider the following areas for this award.

- 3.3.4.6.1. Procedures that introduced that improved quality, safety, or efficiency of airfield management (at individual's unit or career-field wide).
- 3.3.4.6.2. Procedures introduced that improved quality of life or promoted esprit de corps within airfield management (at individual's unit or career-field wide).
- 3.3.4.6.3. Outstanding personal duty performance.
- 3.3.4.6.4. An accepted suggestion that enhanced the career field.

3.3.4.6.5. Actions beyond normal day-to-day operations involving unusual situations on unique support requirements.

3.3.4.6.6. Efforts to promote teamwork with regard to co-workers and other base agencies.

3.3.4.6.7. Outstanding demonstrated capabilities while supporting deployments, exercises, inspections, mobility, etc.

3.3.4.7. Air Traffic Control Watch Supervisor of the Year. An award given to a watch supervisor or senior controller who contributed to an outstanding degree, services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.7.1. Application of extra ordinary efforts to protect lives and resources under his or her control.

3.3.4.7.2. Introduced procedures resulting in improved quality, safety, or efficiency of the ATC system.

3.3.4.7.3. A recognized technical paper on ATC.

3.3.4.7.4. Outstanding contributions to controller enhancement.

3.3.4.7.5. Outstanding personal ATC performance.

3.3.4.7.6. Establishment of rapport between crews in the facility or between facilities.

3.3.4.7.7. Self- or crew-improvement efforts related to mission accomplishment.

3.3.4.8. Airfield Management Noncommissioned Officer (E-5 SSgt to E-6 TSgt) of the Year. An award given to an airfield management specialist who contributed to an outstanding degree, services, ideas, developments, or accomplishments in base operations and/or airfield management. See paragraph [3.3.4.](#) for areas to consider for nomination.

3.3.4.9. Air Traffic Controller of the Year. An award given to a controller whose primary duty is operating control positions within a facility (not in a staff or supervisory position) and contributed to an outstanding degree, services, ideas, developments, or accomplishments in ATC. Consider the following areas for this award:

3.3.4.9.1. Application of procedures resulting in the saving of lives.

3.3.4.9.2. Introduced procedures resulting in improved quality, safety, or efficiency of the ATC system.

3.3.4.9.3. A recognized technical paper on ATC.

3.3.4.9.4. An accepted systems concept or development.

3.3.4.9.5. Outstanding teamwork.

3.3.4.9.6. Outstanding contributions to controller enhancement.

3.3.4.9.7. Outstanding personal ATC performance.

3.3.4.9.8. Outstanding public relations.

3.3.4.10. Air Traffic Control Training Achievement. An award given to an individual for exceptional contributions to ATC training. Competition is open to all controllers involved in

training, not just the chief of training or chief of standardization. Consider the following areas for this award:

- 3.3.4.10.1. Effective use of instructional methods.
- 3.3.4.10.2. Actions taken to improve training capabilities.
- 3.3.4.10.3. Application of training innovations or methodology.
- 3.3.4.10.4. Recognized technical paper on training.

3.3.4.11. Airfield Management Airman (E-1 AB to E-4 SrA) of the Year. An award given to an airfield management specialist who contributed to an outstanding degree, services, ideas, developments, or accomplishments in base operations and/or airfield management. See paragraph [3.3.4.6](#) for areas to consider for nomination.

3.3.4.12. Airfield Management Supervisor (civilian) of the Year. An award given to a civilian airfield management supervisor who contributed to an outstanding degree, services, ideas, developments, or accomplishments in base operations and/or airfield management. See paragraph [3.3.4.6](#) for areas to consider for nomination.

3.3.4.13. Airfield Management Journeyman/Technician (civilian) of the Year. An award given to a civilian airfield management specialist who contributed to an outstanding degree, services, ideas, developments, or accomplishments in base operations and/or airfield management. See paragraph [3.3.4.5](#) for areas to consider for nomination.

3.3.5. Award Eligibility. Military personnel possessing Air Force specialty code (AFSC) 1C0X1 for AM awards, or 13M3/1C1X1 for ATC awards, and civilian personnel performing ATC 13M3/1C1X1 or AM 1C0X1 duties, are eligible for this award if they have worked at least one year in their career field, and have at least six months in present assignment.

3.3.6. Recognition. Final individual award winners in each category will receive:

- 3.3.6.1. A letter signed by HQ USAF Director of Operations and Training (HQ USAF/XOO).
- 3.3.6.1. (AFMC) A letter signed by HQ AFMC Vice Commander (HQ AFMC/CV).
- 3.3.6.2. An engraved plaque.
- 3.3.6.3. Authority to wear the US Air Force Recognition Ribbon (military). Civilian recipients may wear the Air Force Recognition lapel pin.
- 3.3.6.4. USAF nomination to compete in the ATCA Annual Awards. (**NOTE:** Only applicable to certain awards.)
- 3.3.6.4. (AFMC) AFMC nomination to compete in the US Air Force Annual Awards.

3.3.7. Responsibilities for Awards.

3.3.7.1. Selection Board Appointment. HQ AFFSA/XA appoint board members to select the Annual US Air Force Airfield Operations Flight, Air Traffic Control, and Airfield Management Award winners. Winners will be selected based solely on information contained in the nomination package, specifically the AF Form 1206, **Nomination for Award**.

3.3.7.1. (AFMC) Selection Board Appointment. HQ AFMC/DOA (or designated representative) appoint board members to select the Annual AFMC Airfield Operations Flight, Air Traffic Control, and Airfield Management Award winners (see attachments 3 & 4 (added)).

3.3.7.2. Award Notification. HQ USAF/XOO notifies respective wing commanders and MAJCOMs via message announcing all winners.

3.3.7.2. (AFMC) Award Notification. HQ AFMC/DOA notifies respective wing commanders via message announcing all winners.

3.3.7.3. Award Presentation. HQ AFFSA/XA will send the engraved plaques and letters to the respective wing commanders who, in turn, will arrange for presentation of the awards to the winners.

3.3.7.3. (AFMC) Award Presentation. HQ AFMC/DOA will send the engraved plaques and letters to the respective wing commanders who, in turn, will arrange for presentation of the awards to the winners.

Chapter 4

ANTHONY C. SHINE AWARD

4.1. Introduction. This chapter provides guidance and procedures for the annual selection process. Nominations are open to fighter pilots in the United States Air Force, the Air Force Reserve Command (AFRC), and the Air National Guard (ANG).

4.2. Origin and Purpose of the Award. Mrs Anthony C. Shine established the award in honor of her husband, Lt Col Anthony C. Shine, USAF, and all POW/MIAs from the Southeast Asia Conflict. Lt Col Shine was listed as missing in action while flying a combat mission in Southeast Asia and his remains were buried in late 1996. The purpose of this award is to focus attention on and accord recognition to an outstanding fighter pilot for proficiency and professionalism in flying a fighter aircraft. The honor associated with this award is emphasized by its presentation during POW/MIA activities, highlighting the plight of those brave men and their families who made the ultimate sacrifice to their country. It is presented annually to the individual considered to have met the criteria and eligibility requirements for the award.

4.3. Description of Award:

4.3.1. The recipient is awarded a utility knife which is suitable for sporting, hunting, and survival. The Shine family donates the knife. The presentation of the knife is subject to the Shine family's continued participation.

4.3.2. The recipient also receives a plaque with a certificate of recognition appropriately inscribed and prepared annually by Headquarters Air Combat Command (ACC) Director of Air and Space Operations.

4.4. Selection Criteria. Nominations are made on the basis of the nominee's current proficiency and performance in flying fighter aircraft. The nominee must:

4.4.1. Be a fighter pilot in the grade of major or below.

4.4.2. Be of good character and conduct and display those leadership qualities required in today's Air Force officer.

4.4.3. Have demonstrated exceptional flying proficiency and professionalism while employing fighter aircraft.

4.4.4. Have demonstrated involvement in local community affairs.

4.5. Nominating Procedures:

4.5.1. Where To Submit Nominations. Each MAJCOM employing fighter aircraft may submit up to three nominations to HQ ACC/DO signed by the Director of Operations or equivalent official. MAJCOM nominations will be sent to: HQ ACC/DOTB, 205 Dodd Blvd Ste 101, Langley AFB VA 23665-2789.

4.5.2. When To Submit Nominations. Submit nominations for the preceding calendar year by 1 March.

Milestones	NLT
Announcement Message	1 December
Unit Nominations to Numbered Air Force (NAF)/DRU	1 February
NAF/DRU Nominations to MAJCOM	1 March
MAJCOM Nominations to HQ ACC	1 April
CAF Selection Board	1 May
CSAF Approval	1 July

4.5.3. How To Submit Nominations. Prepare an unclassified one-page AF Form 1206, **Nomination for Award**, to include a summary of the nominee's acts and accomplishments using 12 pitch, Times New Roman font. The nomination should include the nominee's qualifications (most recent and current fighter qualifications), justification (act or acts and justification for the award), and involvement in local community affairs (recognition for involvement in local community affairs). Submit the original and one copy for each nomination.

4.6. Selection Process. A board of officers, designated by HQ ACC Director of Operations, meets upon the call of the general officer chairperson, reviews the nominations, and selects a winner. HQ ACC/DOT will prepare the nomination package for ACC/CC or ACC/CV concurrence and signature, and will forward the nomination to HQ USAF/XO for approval by CSAF.

4.7. Award Process. The award is made at an appropriate ceremony by the commander of the MAJCOM or a designated representative to which the recipient is assigned at the time of presentation. As long as the President of the United States designates POW/MIA day, it is appropriate to present the award commensurate with POW/MIA ceremonies. MAJCOM/DO of award winner will invite members of the Shine family to attend and participate in the ceremony.

Chapter 5

COLONEL JOSEPH B. DUCKWORTH ANNUAL USAF INSTRUMENT AWARD

5.1. Introduction. This chapter provides information on the Colonel Joseph B. Duckworth Instrument Award; explains who is eligible to receive it; and how and when it is awarded.

5.2. Origin and Purpose of the Award. This award was established with the approval of Mrs Joseph B. Duckworth in honor of her husband, Colonel Joseph B. Duckworth, USAF, deceased, who contributed substantially to the instrument flying capability of the Air Force. The purpose is to focus attention on and accord recognition to outstanding accomplishments in the field of instrument flying. It is presented annually to the unit or individual considered to have made the most significant contribution to the art or science of aerospace instrument flight in the preceding calendar year.

5.3. Description of the Award:

5.3.1. The permanent trophy is 30 inches (76 cm.) in height, composed of a 10-inch (25 cm.) square marble base supporting a 21-inch (53 cm.) bronze patina finished male figure attired in flight gear. Affixed to the front of the marble base is a polished bronze plaque engraved with the name of the award. On either side are small bronze plaques to record the names of the recipients.

5.3.2. The recipient is awarded a stainless steel plaque consisting of a halftone picture of the trophy mounted on a walnut base and an 8 by 10-inch framed color photograph of the permanent trophy. The wording on the plaque is the same as the trophy. The trophy remains on permanent display in HQ USAF, Washington DC.

5.4. Eligibility for the Award. Nominations are open to any individual or unit of the Air Force, Air Force Reserve Command, or the Air National Guard, meeting the requirements of this instruction.

5.5. Selection Criteria. Nominations are made on the basis of the nominee's contribution to the art or science of aerospace instrument flight of an exceptional nature. Items to be considered are:

- 5.5.1. New or improved instructional methods, techniques or procedures.
- 5.5.2. New or improved use of existing equipment.
- 5.5.3. New or improved aircraft instrumentation or ground control instrumentation.
- 5.5.4. Development of equipment.

5.6. Nominating Procedures:

5.6.1. Where To Submit Nominations. Each MAJCOM, FOA, and Air Staff office may submit one nomination to HQ AFFSA over the signature of the major commander or deputy/vice commander.

5.6.1. (AFMC) Each AFMC field activity may submit one nomination to HQ AFMC/DOP over the signature of the commander or vice-commander.

5.6.2. When To Submit Nominations. Nominations may be submitted at any time during the calendar year, but not later than 1 March of the year following the outstanding achievement. Negative replies are required.

5.6.2. (AFMC) Typically, nominations are due during mid-March, however, HQ AFMC/DOP will announce actual due date on an annual basis.

5.6.3. How To Submit Nominations. Prepare five copies of an unclassified AF Form 1206, **Nomination for Award**, containing a summary of the nominee's act, service, or accomplishment using 12 pitch, Times New Roman font.

5.7. How and Where Award Is Made. A general officer chaired board of senior officers designated by HQ USAF/XOO reviews the nominations and selects a winner. The commander of the MAJCOM to which the recipient is currently assigned makes the presentation. If the recipient is assigned to HQ USAF, the appropriate Deputy Chief of Staff makes the presentation.

Chapter 6

COMBAT CONTROL AWARDS

6.1. Introduction. This chapter prescribes the annual combat controller of the year competition administered by Headquarters United States Air Force Directorate of Operations and Training (HQ USAF/XOO). The awards recognize the most outstanding junior officer, Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), and Airman assigned to the combat control career field. HQ USAF/XOOS will chair a board of XOO colonels who will individually evaluate the MAJCOM nominees. The results are tabulated and forwarded by the Air Force (AF) career field manager to AF/XOO for review and approval.

6.2. The Award:

6.2.1. Description of the Award. A plaque, approximately 9 by 12 inches, with the Combat Control Flash affixed, and an engraved panel listing the award and winners' name.

6.2.2. Presentation of the Award. Awards will be announced by message and formally presented at an appropriate Air Force or MAJCOM level ceremony as determined by the Air Force (AF) career field manager.

6.3. Eligibility for Awards. Nominees must meet the following criteria:

6.3.1. Grade requirements:

6.3.1.1. Junior officer nominees must be in the grade of Second Lieutenant through Major.

6.3.1.2. Senior NCO nominees must be in the grade of Master Sergeant through Senior Master Sergeant.

6.3.1.3. NCO nominees must be in the grade of Sergeant through Technical Sergeant.

6.3.2. All nominated personnel must be assigned to the nominating MAJCOM as of 30 September of the competition year. The competition year is based on the fiscal year, 1 October through 30 September.

6.3.3. All nominated personnel must have been serving in the grade category in which they are competing as of 30 September of the competition year.

6.4. Nomination Procedures. Each MAJCOM with combat control personnel assigned may nominate one person in each category.

6.4.1. Suspense. Nominations will be sent to HQ USAF/XOOS, 1480 Air Force Pentagon, Washington DC 20330-1480, no later than 1 December of each year.

6.4.2. Nomination Package. Cover letter addressed to HQ USAF/XOOS, 1480 Air Force Pentagon, Washington DC 20330-1480. Letter should include a brief award recommendation and be signed by an appropriate O-6 or higher MAJCOM representative.

6.4.2.1. Biographical fact-sheet that includes grade and full name, duty assignment, organization and location, military education and civilian education to include academic level, and military awards and recommendations.

6.4.2.2. Award nomination narrative will be submitted on AF Form 1206, **Nomination for Award**, one page, single spaced, 12 pitch, Times New Roman font, bullet format, using specifics from the applicable fiscal year only. Narrative comment categories are: Primary Duties and Significant Accomplishments, and Other Contributions to the Unit Mission.

6.4.2.3. Do not submit enlisted performance reports, photographs, or other materials.

6.5. Recognition. HQ USAF level award recipients will have individual plaques recognizing their achievement and will be authorized to wear the Air Force Recognition Ribbon. MAJCOMs are encouraged to develop recognition programs for the MAJCOM nominees. **NOTE:** The recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, *Special Trophies and Awards*.

Chapter 7

FIELD OF AERONAUTICS AND ASTRONAUTICS AWARDS

7.1. Introduction. This chapter provides guidance and procedures for the annual selection process of the Field of Aeronautics and Astronautics (FOAA) Awards. The FOAA Awards are considered to be among the most prestigious awards nationally in the field of aviation and are sponsored by private organizations, such as the National Aeronautic Association (NAA), having close ties to the Air Force. The FOAA Awards consist of the Aviator Valor Award, Cheney Award, Mackay Trophy and the General Thomas D. White USAF Space Trophy.

7.2. Background and Description of the Awards.

7.2.1. Aviator Valor Award. The award is presented to a rated Air Force officer for a “conspicuous act of valor or courage performed during aerial flight during either combat or noncombat.” The act must have occurred during the current calendar year. Posthumous awards are not permitted. The award is sponsored by American Legion’s Aviator Post #743, New York, NY, and consists of a medal, ribbon, and certificate. The Chief of Staff, US Air Force, selects the recipient, subject to concurrence by the Aviator Post #743. The Aviator Post presents the award at their annual banquet in May in Fort Hamilton, NY.

7.2.2. Cheney Award. The award is given for an “act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest, performed in connection with aircraft, but not necessarily of a military nature by an Air Force officer or enlisted member.” Limit joint nominations to two individuals. The act must have occurred during the current calendar year. Posthumous awards are accepted. The award was established in 1927 by Mrs. Mary Schofield and Mrs. Ruth Cheney Streeter, mother and sister of the late First Lieutenant William H. Cheney, to honor the memory of Lieutenant Cheney, who was killed in an air collision at Foggia, Italy, on 20 January 1918. The Riggs National Bank, Washington DC, administers the trust fund supporting the award. Award elements consists of a certificate, bronze plaque, and an honorarium of \$1,000 maximum. The Chief of Staff, USAF selects the recipient, and, subject to concurrence by the donor, presents the award.

7.2.3. Mackay Trophy. The trophy is presented for “the most meritorious flight of the year” performed by an Air Force military member or an aircrew. First consideration is given to an individual member. The award may also be given for “gallantry, intrepidity, unusual initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind under combat or noncombat conditions.” The award was established in 1912 by Mr. Clarence H. Mackay, who was the head of the Postal and Telegraph Commercial Cable Companies at the time. The National Aeronautic Association (NAA) sponsors the award. The trophy, which consists of a large silver cup on a mahogany base, remains in the custody of the National Air and Space Museum, Smithsonian Institution. Award elements consist of a plaque, certificate, and engraved presentation folder. The Chief of Staff, USAF makes the selection and presentation.

7.2.4. General Thomas D. White USAF Space Trophy. The trophy is awarded for “the most outstanding contribution to the nation’s progress in aerospace” during the current calendar year. An active duty Air Force military member or a Department of the Air Force civilian employee, with first consideration being given to an active duty Air Force military member, is eligible. Do not submit units, retired individuals, “joint,” or posthumous nominations. The trophy was established in 1961 by

the late Dr Thomas W. McKnew, National Geographic Society, to encourage and inspire further conquests of space after the example set by General White. The trophy depicts a bronze male figure, hurling a Saturn rocket into space with his right hand and holding a re-entry vehicle similar to the Dyna-Soar in his left hand. The figure is framed in a complex of golden orbits representing those of the earth, moon, and a man-made space vehicle. It rests on a cube of Swedish Bonacord black granite. The trophy is on permanent display at the Smithsonian Institution. The Air Force Association sponsors the award. Each recipient receives a small bronze plaque and citation. The Chief of Staff, USAF, selects the recipient and the Air Force Association makes the presentation.

7.3. Nominating Procedures:

7.3.1. Where to Submit Nominations. Each MAJCOM/FOA/DRU may submit one nomination, for each of the four FOA awards, indorsed by the commander, or vice commander, to HQ USAF/XO. MAJCOM/FOA/DRU nominations will be sent to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480.

7.3.1. (AFMC) Each Center may submit one nomination, for each of the four FOA awards, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

7.3.2. When to Submit Nominations. Submit nominations for the preceding calendar year by 1 February.

7.3.2. (AFMC) Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

7.3.3. How to Submit Nominations. Limit the write-up to two single-spaced, typewritten pages, using 12 pitch, Times New Roman font, on AF Form 1206, **Nomination for Award**, for both pages. (Use a bullet or point-paper format, not running narrative.) In addition:

7.3.3.1. Send a biography, limited to one, single-spaced typewritten page. When submitting a joint nomination or an aircrew, send a biography on each aircrew member.

7.3.3.2. Send a citation IAW AFI 36-2805, *Special Trophies and Awards*.

7.3.3.3. Send an original and four complete copies of the nomination package (write-up, biography, and citation).

7.3.3.3. (AFMC) Provide an electronic copy of nomination package on diskette.

7.3.3.4. Do not send classified material.

7.3.3.5. Photographs and base-level Reports of Individual Personnel (RIPs) are not required.

Chapter 8

AIRCREW LIFE SUPPORT AWARDS

8.1. Introduction. This chapter establishes the criteria and procedures for submitting nominations for the Outstanding Air Force Aircrew Life Support Officer (LSO), Senior Noncommissioned Officer (Senior NCO), Noncommissioned Officer (NCO), Airman, and Civilian of the Year awards.

8.2. The Award:

8.2.1. Description of Award. A wood plaque, approximately 9 by 12 inches, with a Life Support System logo affixed, and an engraved panel listing the award and winner's name.

8.2.2. Presentation of Award. HQ USAF Deputy Chief of Staff for Air and Space Operations or a designated representative will present the award during the annual Life Support Executive Committee meeting or the biennial World Wide Life Support Conference.

8.3. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

8.3.1. Outstanding Air Force Life Support Officer of the Year Award. Nominee should be a rated Air Force Officer, assigned as a Wing or Squadron Life Support Officer. The nominee must have at least 6 months in the present assignment and be actively working in the career field at the time of nomination.

8.3.2. Outstanding Air Force Life Support Senior NCO of the Year Award. Nominee must be an Air Force NCO in grades Master Sergeant or Senior Master Sergeant, possessing a primary seven-level AFSC or higher in the 1T1X1 career field. The nominee must have at least 6 months in present assignment and be actively working in the career field at the time of nomination.

8.3.3. Outstanding Air Force Life Support NCO of the Year Award. Nominee must be an Air Force NCO in grades Sergeant through Technical Sergeant, possessing a primary five-level AFSC or higher in the 1T1X1 career field. The nominee must have at least 6 months in present assignment and be actively working in the career field at time of nomination.

8.3.4. Outstanding Air Force Life Support Airman of the Year Award. Nominee must be an Air Force enlisted person in grades Airman through Senior Airman, possessing a primary three-or five-level AFSC in the 1T1X1 career field. The nominee must have at least 1 year in the Air Force, at least 6 months in present assignment, and be actively working in the career field at time of nomination.

8.3.5. Outstanding Air Force Life Support Civilian of the Year Award. Nominee must be an Air Force civilian assigned to an authorized 1T1X1 position or in a position primarily supporting the life support career field. The nominee must have at least 1 year with the Air Force, at least 6 months in present assignment, and be actively working in the career field at time of nomination.

8.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, HQ AFRC, and ANG may nominate one Officer, one Senior NCO, one NCO, one airman, and one civilian. The nominees must have won their respective MAJCOMs, HQ AFRC, or ANG Command Life

Support Officer, Senior NCO, NCO, Airman, or Civilian of the Year Awards. If an annual awards program does not exist, MAJCOMs, HQ AFRC, or ANG must establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered.

8.4. (AFMC) AFMC units may submit one nomination for each award in paragraph 8.3.

8.4.1. Suspense. Nominations will be sent to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480, not later than 1 March each year.

8.4.1. (AFMC) AFMC units will send nominations to HQ AFMC/DOV, 508 West Choctawatchee Ave, Suite 4, Eglin AFB FL 32542-5713, by 10 January.

8.4.2. Nomination Folders. Label a 9 by 12-inch manila nomination folder with the nominee's name, grade, organization, and MAJCOM (or HQ AFRC or ANG). Nomination folders must contain an original and five (unstapled) copies of the nomination package. The nomination package must consist of a letter of transmittal signed by the MAJCOM Deputy Commander for Operations, or equivalent, and two attachments with the following information:

8.4.2.1. Attachment 1 will be AF Form 1206, **Nomination for Award**, to justify the award. Use only one side of the AF Form 1206, **Nomination for Award**, in 12 pitch, Times New Roman font. The narrative should emphasize the nominee's contributions to his or her unit's mission accomplishment.

8.4.2.2. Attachment 2 must be a proposed citation to accompany the award. Use AFI 36-2803, *The Air Force Awards and Decorations Program*, as a guide. Proposed citations must be double spaced, typed in 12 pitch with 1-inch margins, and a maximum length of 15 lines.

8.4.2.3. Do not submit performance reports, photos, or other materials.

8.5. Selection Procedures. A general officer chaired board of five senior officers will convene at HQ USAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders using the following elements:

8.5. (AFMC) A board of three officers, chaired by the HQ AFMC life support officer and chief enlisted life support manager, will meet at HQ AFMC/DOV to select the AFMC nominees to be forwarded to the HQ USAF awards board.

8.5.1. Outstanding performance of duties and significant accomplishments or achievements in their functional area.

8.5.2. Acceptance of responsibility.

8.5.3. Bearing and behavior.

8.5.4. Self-improvement efforts.

8.5.5. Other accomplishments/awards.

8.6. Notification of Selection. The HQ USAF Director of Operations and Training will notify the winners by letter through appropriate command channels.

8.6. (AFMC) AFMC nominees selected for AFMC awards and for nomination to the Air Force board will be informed by letter sent to the appropriate unit commander.

8.7. Individual Awards. The award elements of the five individual annual awards consist of:

8.7. (AFMC) AFMC winners will receive a citation letter and engraved plaque.

8.7.1. A citation signed by the Chief of Staff, HQ USAF.

8.7.2. An engraved plaque.

8.7.3. The Air Force Recognition Ribbon.

NOTE:

The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, Special Trophies and Awards. Civilian recipients may wear the lapel pin only.

Chapter 9

OUTSTANDING AIR FORCE OPERATIONS RESOURCE MANAGEMENT (1C0X2) AWARDS

9.1. Introduction. This chapter establishes the criteria and procedures for the Outstanding Air Force Operations Resource Management (1C0X2) Senior Noncommissioned Officer, Noncommissioned Officer, Airman, Civilian (Supervisory), and Civilian (Journeyman/Technician) of the Year Awards. It applies to all Air Force activities, including Air Force Reserve and ANG units with 1C0X2 personnel assigned.

9.2. Eligibility for the Award. In accordance with AFPD 36-28, commanders will nominate deserving individuals for the appropriate award. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time nominations are submitted:

9.2.1. Outstanding Air Force Operations Resource Management Airman of the Year Award.

Nominee must be an airman in the grade of airman basic through senior airman and possess a primary three-level AFSC in the 1C0X2 career field. The nominee must have at least 1 year in either the Air Force, ANG, or Air Force Reserve, and at least 6 months in present assignment.

9.2.2. Outstanding Air Force Operations Resource Management NCO of the Year Award.

Nominee must be an NCO in the grade of staff sergeant through technical sergeant and possess a primary five-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year of experience in the career field, and at least 6 months in present assignment. A retrainee who does not possess a five-level but is progressing satisfactorily in upgrade training may be submitted for this award, provided all other requirements are met.

9.2.3. Outstanding Air Force Operations Resource Management Senior NCO of the Year Award.

Nominee must be an NCO in the grade of master sergeant or senior master sergeant and possess a primary seven-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year of experience in the career field, and at least 6 months in present assignment.

9.2.4. Outstanding Air Force Operations Resource Management Civilian (Supervisory) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 supervisory position for a minimum of 1 year. The nominee must have at least 6 months in present assignment.

9.2.5. Outstanding Air Force Operations Resource Management Civilian (Journeyman/Technician) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 journeyman/technician position for a minimum of 1 year. The nominee must have at least 6 months in present assignment.

9.3. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, ANG/XO, and FOA may submit a nomination for one airman, one NCO, one senior NCO, one civilian (journeyman/technician), and one civilian (supervisor) to HQ USAF/XOOT. The nominees will be winners of their respective command operations resource management annual awards program. If an annual awards program does not exist, MAJCOMs, ANG/XO, or FOA must establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered.

9.3.1. Suspense. Send nomination packages to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington DC 20330-1480, not later than 22 March each year.

9.3.1. (AFMC) Send nominations packages to HQ AFMC/DOO, Area A, Building 262, Rm, S143, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006, not later than 1 February each year.

9.3.2. Nomination Folders. Label four 9 by 12-inch manila folders with the nominee's name, grade, organization, and MAJCOM (ANG/XO, or FOA, as appropriate). One folder must contain all the original documentation submitted with the nomination package and the remaining three folders with copies.

9.3.3. Nomination Package. The nomination package will consist of the following:

9.3.3.1. Letter of transmittal signed by the MAJCOM/DO or equivalent.

9.3.3.2. An AF Form 1206, **Nomination for Award**, not to exceed two pages using 12 pitch, Times New Roman font. The justification must emphasize the nominee's specific contributions to the 1C0X2 career field.

9.3.3.2.1. Type the justification in accordance with the instructions printed on the form. Use the headings outlined in paragraph 9.4.2. The write-up is limited to the front page of the AF Form 1206, **Nomination for Award**.

9.3.3.2.2. The personal data blocks on the top of AF Form 1206, **Nomination for Award**, are self-explanatory.

9.3.3.3. A citation to accompany the award with the heading as shown in the example below:

OUTSTANDING AIR FORCE OPERATIONS RESOURCE MANAGER

(1C0X2) OF THE YEAR AWARD

AIRMAN CATEGORY

SRA ROGER T. BROWN

9.3.3.4. (Added-AFMC) A 3 x 5 floppy disk with all the required documents.

9.4. Selection Procedures. The HQ USAF Director of Operations and Training will certify the results of a board of two field grade officers and one CMSgt to evaluate the nomination packages and make final selections.

9.4.1. Winners will be selected based solely on the information contained in the AF Form 1206, **Nomination for Award**. Do not submit letters of recommendation, performance reports, photos and other additional information.

9.4.2. Nominations must include the following areas citing examples that occurred during the current calendar year only:

9.4.2.1. Leadership and Job Performance in Primary Duty. The member's leadership and job development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar year.

9.4.2.2. Leadership Qualities (social, cultural, and religious activities). The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the current calendar year.

9.4.2.3. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current calendar year.

9.4.2.4. Other Accomplishments. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.

9.4.2.5. Articulate and Positive Representative of the Air Force. Demonstrated ability as an articulate and positive member of the Air Force, during the current calendar year.

9.5. Notification of Selection. HQ USAF Director of Operations and Training notifies the MAJCOM/DO, ANG/XO, or FOA of award winners by letter. Winners will be announced by 22 May each year.

9.6. Individual Awards. The five award winners will receive:

9.6. (AFMC) Individual MAJCOM winners will receive:

9.6.1. A certificate signed by the Chief of Staff, HQ USAF.

9.6.1. (AFMC) A certificate signed by the MAJCOM/DO.

9.6.2. An engraved trophy.

9.6.2. (AFMC) An engraved plaque.

9.6.3. The Air Force Recognition Ribbon.

NOTE: The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805. Civilian recipients may wear the lapel pin only.

9.7. Award Presentation. HQ USAF/XOOT will send the certificate, engraved trophy, and letter to the members' units of assignment who, in turn, will arrange for presentation of the awards to the winners.

Chapter 10

SSGT HENRY E. “RED” ERWIN OUTSTANDING ENLISTED AIRCREW MEMBER OF THE YEAR AWARDS

10.1. Introduction . This chapter establishes the criteria and procedures for nominating and selecting the Staff Sergeant Henry E. “Red” Erwin, Outstanding Enlisted Aircrew Member of the Year Awards (Senior Noncommissioned Officer, Noncommissioned Officer, and Airman categories). It applies to all Air Force activities, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units with enlisted aircrew personnel assigned.

10.2. Eligibility for the Award. Commanders may nominate deserving individuals for the appropriate award. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time nominations are being submitted.

10.2.1. Outstanding Enlisted Aircrew Member Airman of the Year Award. Nominee must be Airman in the grade of Airman First Class through Senior Airman and possess a 3-skill level or higher. The nominee must have at least 24 months in either the Air Force, ANG, or Air Force Reserve, and at least 12 months experience as an aircrew member.

10.2.2. Outstanding Enlisted Aircrew Member NCO of the Year Award. Nominee must be an NCO in the grade of Staff Sergeant through Technical Sergeant and possess a 5-skill level or higher. The nominee must have a minimum of 2 years experience as an aircrew member and at least 6 months as a NCO.

10.2.3. Outstanding Enlisted Aircrew Member Senior NCO of the Year Award. Nominee must be an Senior NCO in the grade of Master Sergeant through Senior Master Sergeant and possess a 7-skill level or higher. The nominee must have a minimum of 2 years experience as an aircrew member and at least 6 months as a Senior NCO.

10.3. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, FOA, or DRU may nominate one Airman, one NCO, and one Senior NCO. The nominees should be winners of their respective command’s Enlisted Aircrew Member awards program. If an annual awards program does not exist, MAJCOMs, FOA, and DRUs should establish adequate nominee selection criteria. No exceptions to the number of nominees will be considered.

10.3. (AFMC) All AFMC flying units may submit one nomination for each category.

10.3.1. Suspense. Send nomination packages to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington, DC 20330-1480, not later than 30 March each year.

10.3.1. (AFMC) Send nomination packages to HQ AFMC/DOO, Area A Bldg 262 Room S143, 4375 Chidlaw Road, Wright-Patterson AFB OH 45433-5006, not later than 20 February.

10.3.2. Nomination Folders. Label a 9 by 12 inch brown filing folder (Upper left hand corner) with the nominee’s name, grade, and MAJCOM (or HQ AFRC, ANG, or FOA, as appropriate). Nomination folders must contain an original and one copy of the nomination package.

10.3.3. Nomination Package. The nomination package will consist of:

10.3.3. (AFMC) Packages need to include requirements of paragraphs 10.3.3.2, 10.3.3.3 and 10.3.3.4. Letter of transmittal needs to be signed by the unit commander.

10.3.3.1. Letter of transmittal, signed by the MAJCOM commander or designee (single letter may include multiple names from the command).

10.3.3.2. AF Form 1206, **Nomination for Award**. The justification must emphasize the nominee's specific contributions and results to enlisted aircrew operations.

10.3.3.2.1. Type the justification in accordance with the instructions printed on the form. Use only the headings outlined in paragraph 10.4.2. Use Times New Roman, 12-pitch and in bullet format. Packages with smaller pitch will be returned. DO NOT exceed one page of the AF Form 1206, **Nomination for Award**.

10.3.3.2.2. The personal data blocks on the top of AF Form 1206, **Nomination for Award**, are self-explanatory.

10.3.3.3. A citation to accompany the award. Use AFI 36-2805, *Special Trophies and Awards*, as a guide.

10.3.3.4. A biography that includes only:

10.3.3.4.1. Name/Grade/DOR

10.3.3.4.2. Current Duty Title

10.3.3.4.3. Awards/decorations received in past 12 months

10.3.3.4.4. All PME completed (resident/non-resident) and date

10.3.3.4.5. Education completed in past 12 months (i.e. 18 hours toward CCAF)

10.4. Selection procedures. A board (consisting of one officer and two Senior NCOs) will be held to evaluate the nomination packages and make final selections.

10.4.1. Winners will be selected based on the information contained in the AF Form 1206, **Nomination for Award**. Do not submit photos or letters of recommendation.

10.4.2. Consideration will be given to the following areas:

10.4.2.1. Outstanding accomplishments.

10.4.2.2. Leadership (How does the person lead and how has their leadership abilities impacted the Air Force mission?).

10.4.2.3. Self-improvement (What things has the person done to improve himself/herself through education and training?).

10.5. Notification of Selection. The HQ USAF Director of Operations and Training will notify winners by letter through the appropriate command channels. Winners will be announced 30 April each year.

10.6. Individual Awards. The three award winners will receive:

10.6.1. A signed certificate

10.6.2. An engraved plaque

10.6.3. The Air Force Recognition Ribbon

NOTE: Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, **Special Trophies and Awards**.

Chapter 11

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) AWARDS

11.1. Introduction. This chapter establishes the criteria and procedures for submitting Outstanding Air Force SERE Senior Noncommissioned Officer, Noncommissioned Officer, and Airman of the Year award nominations. This chapter does not apply to the ANG or the Air Force Reserve Command.

11.2. General Information:

11.2.1. Description of Award. A wood plaque, approximately 9 by 12 inches, with a Survival Training logo and an engraved panel listing the award and winner's name.

11.2.2. Presentation of Award. HQ USAF Deputy Chief of Staff, Air and Space Operations, or a designated representative will present the award during the annual world-wide SERE Instructor Conference.

11.3. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

11.3.1. Outstanding Air Force SERE Senior NCO of the Year Award. Nominee must be an Air Force NCO in grades Master Sergeant or Senior Master Sergeant, possessing a primary seven-level AFSC or higher in the 1T0X1 career field. The nominee must have at least 6 months in present assignment and be actively working in the career field at the time of nomination.

11.3.2. Outstanding Air Force SERE NCO of the Year Award. Nominee must be an Air Force NCO in grades Sergeant through Technical Sergeant, possessing a primary five-level AFSC or higher in the 1T0X1 career field. The nominee must have at least 6 months in present assignment and be working in the career field at time of nomination.

11.3.3. Outstanding Air Force SERE Airman of the Year Award. Nominee must be an Air Force enlisted person in grades Airman through Senior Airman, possessing a primary three or five-level AFSC in the 1T0X1 career field. The nominee must have at least one year in the Air Force, at least 6 months in present assignment, and be working in the career field at time of nomination.

11.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, FOA, and DRU may nominate one senior NCO, one NCO, and one airman. The nominees must have won their respective MAJCOM, FOA, or DRU command SERE of the Year awards. If an annual awards program does not exist, MAJCOMs, FOAs, or DRUs must establish nominee selection criteria. No exceptions to the number of nominees will be considered.

11.4. (AFMC) AFMC units may submit one nomination for each award in paragraph.

11.4.1. Suspense. Send nominations to HQ USAF/XOOT, 1480 Air Force Pentagon, Washington, DC 20330-1480, not later than 1 March each year.

11.4.1. (AFMC) AFMC units will send nominations to HQ AFMC/DOV, 508 West Choctawatchee Ave, Suite 4, Eglin AFB FL 32542-5713 not later than 10 Jan.

11.4.2. Nomination Folders. Label a 9 by 12-inch manila nomination folder with the nominee's name, grade, organization, and MAJCOM (or FOA or DRU). Nomination folders must contain an original and five (unstapled) copies of the nomination package. The nomination package must consist of a letter of transmittal signed by the MAJCOM, FOA or DRU Director for Operations, or equivalent, and three attachments.

11.4.2.1. Attachment 1 must be AF Form 1206, **Nomination for Award**, to justify the award. Use only one page of the AF Form 1206, **Nomination for Award**, in 12 pitch, Times New Roman font. The narrative should emphasize the nominee's contributions to his or her unit's mission accomplishment.

11.4.2.2. Attachment 2 must be a one-page listing of biographical data to include noteworthy awards or recognition.

11.4.2.3. Attachment 3 must be a proposed citation to accompany the award. Use AFI 36-2803 as a guide. Type proposed citations double spaced in 10-pitch with 1-inch margins and maximum length of 15 lines.

11.4.2.4. Do not submit enlisted performance reports, photos, or other materials.

11.5. Selection Procedures. A general officer chaired board of five senior officers will convene at HQ USAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders using the following elements:

11.5. (AFMC) A board of three officers, chaired by the HQ AFMC life support officer and chief enlisted life support manager, will meet at HQ AFMC/DOV to select the AFMC nominees to be forwarded to the HQ USAF awards board.

11.5.1. Outstanding performance of duties and significant accomplishments in their functional area.

11.5.2. Acceptance of responsibility.

11.5.3. Bearing and behavior.

11.5.4. Self-improvement efforts.

11.5.5. Community relations activities.

11.6. Notification of Selection. The HQ USAF Director of Operations and Training will notify the winners by letter through appropriate command channels.

11.6. (AFMC) AFMC nominees selected for AFMC awards and for nomination to the Air Force board will be informed by letter sent to the appropriate unit commander.

11.7. Individual Awards. The three individual annual awards consist of:

11.7. (AFMC) AFMC winners will receive a citation letter and engraved plaque.

11.7.1. A citation signed by the Chief of Staff, HQ USAF.

11.7.2. An engraved plaque.

11.7.3. The Air Force Recognition Ribbon.

NOTE: The recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, **Special Trophies and Awards**.

Chapter 12

TACTICAL DECEPTION AWARDS

12.1. Introduction. This chapter provides guidance and procedures for submitting the three annual tactical deception awards nominations. The awards are established to recognize a MAJCOM for its program and an officer and noncommissioned officer for their efforts in tactical deception. MAJCOM tactical deception officers will use this instruction to nominate their program and eligible candidates.

12.2. Eligibility. All MAJCOMs covered by this instruction are eligible for the MAJCOM award. MAJCOMs can nominate any officer or NCO, who worked as a tactical deception officer (TDO) or tactical deception noncommissioned officer (TDNCO) at any level of command, during all or part of the preceding award period.

12.3. Nominating Procedures:

12.3.1. MAJCOM Director of Operations or equivalent should sign the nomination letter.

12.3.2. MAJCOMs should develop selection procedures for individual awards.

12.3.3. Send MAJCOM, TDO, and TDNCO nomination packages to: Director of Intelligence, Surveillance, and Reconnaissance, HQ USAF/XOI, 1480 Air Force Pentagon, Washington DC 20330-1480.

12.3.4. Suspense: Submit the nominations for the 1 October - 30 September period by 31 October of each year.

12.3.5. Format:

12.3.5.1. MAJCOM Award. The end-of-year report described in Security Classification Guide for Air Force TD will be used for MAJCOM award nominations. To complete the nomination package, add the letter described in paragraph [12.3.1.](#) A separate military biography on the MAJCOM TDO is required.

12.3.5.2. Individual Awards. Submit nominations on AF Form 1206, **Nomination for Award**, not to exceed two pages using 12 pitch, Times New Roman font. Describe their tactical deception accomplishments and impact on mission accomplishment. Classified packages are acceptable, but ensure no special access program information is submitted. A separate military biography is required for each nominee.

12.4. Selection and Presentation:

12.4.1. Selection. A board of officers convened by HQ USAF/XOI, experienced in tactical deception, will evaluate all nominees and make the final selection in each category.

12.4.2. Presentation. HQ USAF Director of Intelligence, Surveillance and Reconnaissance or a designated representative will present the awards at an appropriate ceremony.

12.5. Description:

12.5.1. MAJCOM. The MAJCOM trophy is a traveling award. The winning MAJCOM maintains the trophy and returns it to HQ USAF/XOI for the next presentation.

12.5.2. Individual Awards. HQ USAF/XOI prepares an engraved plaque for each individual award winners.

Chapter 13

LIEUTENANT GENERAL CLAIRE LEE CHENNAULT AWARD

13.1. Introduction. This chapter provides procedures for submission and selection of candidates for the Lt Gen Claire Lee Chennault Award. Nominations are open to all fighter crewmembers in the United States Air Force, Air National Guard, and Air Force Reserve.

13.2. Origin and Purpose of Award.

13.2.1. The Air Force Association (AFA) sponsors the award annually to recognize the outstanding fighter tactician(s) from the combat air forces (CAF). The award will be given to an aircrew member(s) who contributed the most within fighter aviation during the preceding year (1 March to 28 February) while assigned to a fighter flying unit.

13.2.2. Selection is based on accomplishment or demonstrated proficiency of the highest order in one or more of the following areas:

13.2.2.1. A significant achievement in fighter warfare tactics development.

13.2.2.2. Application of innovative weapons or tactics employment.

13.2.2.3. Instruction or evaluation of tactics that is of a magnitude to significantly contribute to increased readiness of the CAF.

13.3. Description of Award.

13.3.1. The award consists of a large metal plaque permanently displayed in the Pentagon with each winner's name engraved thereon. Replicas of the plaque will be presented to the winner, one of which is retained for display at AFA headquarters.

13.3.2. The annual recipient is eligible to wear the Air Force Recognition Ribbon.

13.4. Nomination and Selection Process.

13.4.1. Prior to 1 January of each year, HQ ACC/DOT will send a message to each MAJCOM within the United States Air Force, Air National Guard, and Air Force Reserve requesting their nomination for the award. Nominations will be completed on AF Form 1206, **Nomination for Award**, limited to two pages using 12 pitch, Times New Roman font. MAJCOM nominations will be accompanied by a cover letter by the MAJCOM commander or his designated deputy.

13.4.2. A combat air force selection board consisting of one field grade member from each nominating command will review and score each nomination. Ballots provided by HQ ACC/DOT will be returned and tabulated by HQ ACC/DOT and the highest scoring nomination will be forwarded to the CSAF for his approval. In case of a tie, the Director of Air and Space Operations, HQ ACC, holds the tie breaker vote.

13.5. Schedule. In order to meet deadlines associated with the publication of the *Air Force Magazine*, the following target dates will be used:

MILESTONES	NOT LATER THAN
Announcement	1 January
Unit Nominations to NAF/DRU	15 March
NAF/DRU Nominations to MAJCOM	20 March
MAJCOM Nominations to HQ ACC	1 April
CAF Selection Board	15 April
CSAF Approval	30 April
Final Award Package arrives at AFA	15 May

Chapter 14

WEATHER AWARDS

14.1. Introduction. This chapter prescribes the annual weather awards program and wartime forecasting competition administered by Headquarters US Air Force Directorate of Weather, (HQ USAF/XOW) and makes known the awards programs sponsored by professional or private organizations that seek Air Force participation. The awards board, chaired by a general officer, will evaluate all nominations and make recommendations to the Headquarters US Air Force Deputy Chief of Staff for Air and Space Operations, (HQ USAF/XO), who will approve the final selections. HQ USAF/XO, or a designated representative, will present as many awards as possible. All remaining awards will be presented through command channels.

14.1. (AFMC) The Director of Weather, HQ AFMC/DOW, will appoint a board to review all nominations and select the winners. Selections will be forwarded to HQ USAF/ XOW for competition at the Air Force level. Awards will be presented to the AFMC winners through proper command channels.

14.2. Annual Weather Awards:

14.2.1. Eligibility Requirements. All Air Force members (military and civilian) and units of the Air Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG) are eligible to be nominated, based on award criteria. Awards are presented annually based on achievements during the calendar year.

14.2.2. Nomination Requirements. Each Air Force MAJCOM, FOA, and DRU may submit one nomination for each individual and each unit award. Each Air Staff and Air Force Secretariat 2-Letter Office may submit one nomination for each individual award. Each unified command, specified command, or agency having an Air Force element may submit one nomination for each individual award. All award nominations are due by 1 February following close-out of the nomination calendar year. Send nomination packages through channels to HQ USAF/XOWP, 1490 Air Force Pentagon, Washington DC 20330-1490.

14.2.2. (AFMC) Each AFMC activity may submit one nominee for each award category. Nominations are due to HQ AFMC/DOW no later than 20 January.

14.2.3. Nomination Package:

14.2.3.1. Use AF Form 1206, **Nomination for Award**, for each nomination. Write the nominations in bullet format on the front side only using 12 pitch, Times New Roman font. Classify the nomination when appropriate. Describe the nominee's performance and achievements and the significance to the military mission. Emphasize results and impacts; don't just give facts or statistics. Don't include "whole person" comments on civic, community, religious, or athletic activities for any of the awards, except for Collens and Spengler awards.

14.2.3.2. Supply an unclassified citation with all nomination packages. Standard citation format examples are contained in AFI 36-2805, *Special Trophies and Awards* (formerly AFR 900-29).

14.2.4. Description of Awards. Individual awards winners receive a plaque and citation. Unit award winners receive a plaque and citation, and the members of the units receive an individualized certificate. Military recipients of individual awards are entitled to wear the Air Force Recognition Ribbon

and civilian recipients of individual awards are entitled to wear the Air Force Recognition Lapel Pin, according to AFI 36-2805.

14.2.4.1. Individual Awards. These apply to military and civilian members of the Air Force, AFRC, and ANG who meet award criteria.

14.2.4.1.1. Outstanding Air Force Weather Company Grade Officer, Senior Non commissioned Officer, Noncommissioned Officer, Airman, and Civilian of the Year Award. These awards recognize individual leadership and excellence in duty performance by a member providing operational weather or space environmental support.

14.2.4.1.2. Pierce Award. This award honors Major General Russell K. Pierce, Jr., 12th commander of Air Weather Service (AWS) (1965-1970). It recognizes individual excellence by a member performing weather or space environmental support forecasting duties.

14.2.4.1.3. Dodson Award. This award honors Staff Sergeant Robert A. Dodson who on 6 June 1944, after parachuting behind German lines at Normandy, set up an observing site to supplement the weather database for the allied D-Day invasion forces. It recognizes individual excellence by a member performing weather or space environmental observing duties.

14.2.4.1.4. Best Award. This award honors Brigadier General William H. Best, Jr., 13th commander of AWS (1970-1973). It recognizes individual excellence by a member providing staff weather or space environmental support. This award is presented in three categories: officer, enlisted, and civilian.

14.2.4.1.5. Merewether Award. This award honors Colonel Arthur F. Merewether, Chief, Weather Section, Headquarters, Army Air Corps and second commander of AWS (1940-1942). It recognizes excellence by an individual (or team of two or three individuals) making the most significant technical contribution to the Air Force weather or space environmental support mission.

14.2.4.1.6. Zimmerman Award. This award honors Brigadier General Don Z. Zimmerman, Director of Weather, Army Air Forces Weather Service and third commander of AWS (1942-1943). It recognizes excellence by an individual (or team of two or three individuals) demonstrating the best application of climatology.

14.2.4.1.7. Spengler Award. This award honors Brigadier General Kenneth C. Spengler (Air Force Reserve), former Special Assistant to the Commander, AWS. It is presented to an active Air Force Reserve weather individual mobilization augmentee who: 1) makes an outstanding contribution during the award year to Air Force Weather or to the Air Force Reserve forces, 2) displays self-improvement through off-duty programs (educational or cultural), 3) displays leadership abilities in social, cultural, or religious activities in the military and/or civilian community

14.2.4.1.7.1. The Spengler Award winner will be HQ USAF/XOW's nominee for the Air Force Reserve Personnel Center's Outstanding Mobilization Augmentee of the Year Award.

14.2.4.2. Unit Awards. For the purpose of this award category, a unit is defined as a squadron, detachment, flight, combat weather team, operating location, or division, section, or branch of a unit or names unit (e.g., Air Force Weather Agency). Nomination packages will specifically state

all levels being recommended for the award (e.g., squadron headquarters only, squadron with all subordinate detachments/operating locations, division with all subordinate sections, etc.).

14.2.4.2.1. Williams Award. This award honors Colonel Randolph P. Williams, Father of Air Weather Service, who first organized the Army Air Corps Weather Service in 1937. This award recognizes the most outstanding base (or post) weather station.

14.2.4.2.2. Moorman Award. This award honors Lieutenant General Thomas S. Moorman, seventh commander of AWS (1954-1958). This award recognizes the most outstanding Air Force weather unit providing specialized weather or space environmental support. (Base or post weather stations may not be nominated.)

14.2.4.2.3. Grimes Award. This award honors Colonel Keith R. Grimes, Father of Special Operations Weather Support, who initiated and organized tactical weather observing networks in Southeast Asia. It is presented to the Air Force weather unit exhibiting the highest state of readiness in support of a tactical Air Force, Army, or joint mission.

14.2.4.2.4. Collens Award. This award honors Major General John W. Collens, former Commander of Air Weather Service (1974 to 1975). It is given to the most outstanding Air National Guard Weather Flight. ANG/XO will submit not more than five nominees considering these criteria:

14.2.4.2.4.1. Mission and readiness training. Provide the status and accomplishments of the unit during the award year toward mission readiness training.

14.2.4.2.4.2. Technical training. Explain how the unit planned and accomplished its technical training during the award year.

14.2.4.2.4.3. Participation in Host/Supported unit activities. Describe unit participation during the award year in activities such as disaster preparedness, public affairs, safety and other programs that may or may not be directly related to the unit's weather support mission.

14.2.4.2.4.4. Voluntary support. Provide the number of mandays expended in addition to annual training and unit training activities, in support of special exercises and commitments. This includes individual mobilization augmentees to permanent field training sites and tactical weather station duty.

14.2.4.2.5. (Added-AFMC) Robert (Bud) Long Award. This award honors Brigadier General Robert (Bud) Long, former commander of the 4th Weather Group and a former commander of the Air Force Cambridge Research Laboratories. General Long is founder of the staff meteorology function, which supports the Air Force's Research and Development effort. This award recognizes individual excellence by a member (staff meteorologists with an Air Force specialty code of 15W1A, 15W3A or civilian equivalent) making the greatest contribution to the Air Force and/or DoD research, development, test, and evaluation activities. Nominations for the calendar year are due to HQ AFMC/DOW no later than 20 January.

14.3. Annual Wartime Forecasting Competition:

14.3.1. Eligibility Requirements. Enlisted Air Force members of the Air Force, AFRC, and ANG who have attained the title of Weather Journeyman or Craftsman are eligible to participate.

14.3.2. Selection Requirements:

14.3.2.1. Each Air Force MAJCOM, FOA, and the ANG may select two individuals to compete in the competition. In addition, each MAJCOM may submit one name of an Individual Mobilization Augmentee (IMA) to HQ USAF/XOWP, who will then select two Air Force Reserve representatives. These two individuals will work as a team during the competition.

14.3.2.2. All selections and Air Force Reserve submissions are due to HQ USAF/XOWP no later than 60 days prior to the published competition start date. HQ USAF/XOWP will make final selections for the AFRC team within 2 weeks of the receipt of submissions.

14.3.3. Competition Plan. HQ USAF/XOWP will distribute the competition exercise plan NLT 150 days prior to the published competition start date. The exercise plan will contain specific information on judges, competition staff, events, and scoring.

14.3.4. Description of Awards. First-, second-, and third-place winners of each of the awards will receive a plaque. In addition, first-place winners will have their name, MAJCOM, and the year inscribed on a permanent trophy on display at the Weather Training Facility, Keesler AFB, MS. First-place winners are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805.

14.3.4.1. Yates Award. This award is named in honor of Lieutenant General Donald N. Yates, commander of the three weather centrals responsible for providing the official forecast for D-Day (OPERATION OVERLORD). Products scored include Weather Warnings and Advisories, Mission Planning Forecasts, Mission Forecasts, Target Forecasts, and Terminal Aerodrome Forecasts.

14.3.4.2. Ellsworth Award. This award is named in honor of Brigadier General Richard Ellsworth, commander of the Tenth Weather Squadron when it shifted to the China-Burma-India theater during WWII and became responsible for various mission forecasts throughout the theater. Products scored include all Mission Forecasts issued during the competition.

14.3.4.3. Lucey-Speer Award. This award is named in honor of Sergeants John A. Lucey and Robert P. Speer who comprised the only Army Air Force unit on Bougainville, Solomon Islands, during the 1943 invasion to capture the island. They lived with Marines at a forward command post near the front and relayed target weather to incoming fighters and dive bombers. Products scored include all Target Forecasts issued during the competition.

14.3.4.4. Dunlap-Weiberg Award. This award is named in honor of Staff Sergeant Robert I. Dunlap and Sergeant Erling M. Weiberg, the first American military weather personnel to serve along the North Atlantic ferry route during WWII. Stationed at Gander, Newfoundland, alongside Canadians, they forecasted the weather and drew the first North Atlantic synoptic weather maps. Products scored include all Terminal Aerodrome Forecasts issued during the competition.

14.4. Professional Awards. Any Air Force member may be nominated for awards sponsored by professional or private organizations. If endorsement by HQ USAF/XOW is desired, send the nomination, through channels, with sufficient time to meet nomination deadlines, to the Director of Weather, HQ USAF/XOW, 1490 Air Force Pentagon, Washington DC 20330-1490.

14.4.1. Awards Sponsored by the American Meteorological Society (AMS). The AMS Awards Program recognizes outstanding contributions in the atmospheric sciences and the weather forecasting profession. A complete list of these awards is published yearly in the Bulletin of the American Mete-

orological Society. Several awards require the recipient to be a member of the AMS. The awards most applicable to Air Force weather personnel are for exceptional forecast service, advancement of applied meteorology or climatology, and research achievement. AMS nomination form and instructions may be obtained through your local AMS chapter.

14.4.2. Awards Sponsored by the National Weather Association (NWA). The NWA Awards Program recognizes outstanding achievement in operational or broadcast meteorology. The NWA solicits nominations for these awards each year through their newsletter. Several awards require the recipient to be a member of the NWA. Instructions for nominations may be obtained from the NWA, 501 Capitol Court NE, Suite 100, Washington DC 20002-4937.

14.4.3. Losey Atmospheric Sciences Award Sponsored by the American Institute of Aeronautics and Astronautics (AIAA). The Losey Atmospheric Sciences Award recognizes outstanding contributions to the science of meteorology as applied to the advancement of aeronautics and astronautics. It is named after Captain Robert M. Losey, Chief Weather Section, Office of the Chief of the Army Air Corps and first commander of AWS (1937-1940). He was the first American military officer killed by hostile action during World War II. Instructions for nominations may be obtained from the AIAA, 370 L'Enfant Promenade SW, Washington DC 20024-2518.

14.4.4. Awards Given by the Air Weather Association (AWA). The AWA is a non-profit veterans private organization which honors the Outstanding Air Force Weather Company Grade Officer, Senior Noncommissioned Officer, Noncommissioned Officer, Airman, and Civilian of the Year. The AWA presents each winner with an AWA "Top Gun" plaque and cash award.

Chapter 15

PARARESCUE AWARDS

15.1. Introduction. This chapter establishes the criteria and procedures for submitting nominations for the Outstanding Air Force Pararescue Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), and Airman of the Year Awards. It applies to all Air Force activities, including Air Force Reserve and Air National Guard 1T2X1 personnel assigned.

15.2. Description of Award. A small bronze statue of the Jack-of-All-Trades Pararescuemen, approximately 12 inches tall, with an engraved panel listing the award and winner's name.

15.3. Eligibility for Awards. Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

15.3.1. Outstanding Air Force Pararescue SNCO of the Year Award. Nominee must be an Air Force SNCO in the rank of MSgt, SMSgt, or CMSgt, possessing a primary seven-level AFSC or higher in the 1T2X1 career field. The nominee must have at least 5 months in present assignment and be actively working in the career field at the time of nomination.

15.3.2. Outstanding Air Force Pararescue NCO of the Year Award. Nominee must be an Air Force enlisted person in the ranks of SSgt through TSgt, possessing a primary five-level AFSC or higher in the 1T2X1 career field. The nominee must have at least one year in the Air Force, 5 months in present assignment, and be actively working in the career field at the time of nomination.

15.3.3. Outstanding Air Force Pararescue Airman of the Year Award. Nominee must be an Air Force enlisted person in the ranks of Amn through SrA, possessing a primary three or five-level AFSC or higher in the 1T2X1 career field. The nominee must have at least one year in the Air Force, 5 months in present assignment, and be actively working in the career field at the time of nomination.

15.4. Nomination Procedures. Nomination packages will cover the preceding calendar year. Each MAJCOM, AFRC, and Air National Guard (ANG) may nominate one SNCO, NCO, and Airman. The nominees must have won their respective MAJCOM, AFRC, or ANG Pararescue SNCO, NCO, or Airman of the Year Awards. No exceptions to the number of nominees will be considered.

15.4.1. Suspense. Suspense is 31 March of each year. Nominations will be sent to HQ USAF/XOOP, 1480 Air Force Pentagon, Washington DC 20330-1480 no later than 31 March.

15.4.2. Nomination Folders. Label a 9 by 12 inch manila nomination folder with the nominee's name, rank, organization, and MAJCOM. Nomination folders must contain an original and five (unstapled) copies of the nomination package. The nomination package must consist of a letter of transmittal signed by the MAJCOM Deputy Commander for Operations, or equivalent, and two attachments with the following information:

15.4.2.1. Attachment 1 must be an AF Form 1206, **Nomination for Award**, to justify the award. The single page narrative (bullet format) using 12 pitch, Times New Roman font, on AF Form 1206, **Nomination for Award**, should emphasize the nominee's contributions to his or her unit's mission accomplishment. The following headings should be used: Primary Duties and Significant Accomplishments, and Other Contributions to the Unit Mission.

15.4.2.2. Do not submit enlisted performance reports, photographs, or other materials.

15.5. Selection Procedures. A general officer will certify the results of a board of one senior officer and two CMSgts who will be convened at HQ USAF to evaluate all nominees and make the final selections. The board selects winners in each category based solely on information contained in the nomination folders.

15.6. Notification of Selection. The HQ USAF Director of Operations and Training will notify the winners by message through the appropriate command channels.

15.7. Individual Awards. The award elements of the three individual annual awards consist of an engraved statue, and the Air Force Recognition Ribbon. **NOTE:** The military recipients of this award are authorized to wear the Air Force Recognition Ribbon according to AFI 36-2805, *Special Trophies and Awards*.

Chapter 16

INTELLIGENCE AWARDS

16.1. Introduction. This chapter prescribes the annual Air Force Intelligence Awards Program (AFIAP) for active duty, civilian, Air Reserve Component (ARC) and contributor member-of-the-year competition administered by the Headquarters United States Air Force Directorate of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI). The awards recognize the most outstanding performance by military members and civilians who hold intelligence specialties or who contribute to accomplishing the Intelligence, Surveillance and Reconnaissance (ISR) mission.

16.2. Description of Award Categories. There are 13 award categories which encompass the active duty military, civilians, Air Reserve Component, and contributors.

The active duty military, civilian and ARC categories fall into two levels. Level I is for NAF and above, including the FOA staff, DRUs, joint/NATO units and units with theater- or national-level missions. Level II is for units below NAF, including wings, groups, squadrons, etc., which support a single location or weapon system. The specific awards, by level and/or grade, are:

16.2.1. The Major General John S. Patton Outstanding Active Duty Intelligence Officer of the Year (Second Lieutenant through Captain) - Levels I and II.

16.2.2. Outstanding Active Duty Intelligence Senior Noncommissioned Officer of the Year (Master Sergeant and Senior Master Sergeant) - Levels I and II.

16.2.3. Outstanding Active Duty Intelligence Noncommissioned Officer of the Year (Staff Sergeant through Technical Sergeant) - Levels I and II.

16.2.4. Outstanding Active Duty Intelligence Airman of the Year (Airman through Senior Airman) - Levels I and II.

16.2.5. Outstanding Intelligence Senior-Level Civilian of the Year (GS-11 through GS-13) - Levels I and II.

16.2.6. Outstanding Intelligence Intermediate-Level Civilian of the Year (GS-5 through GS-10) - Levels I and II.

16.2.7. Outstanding Air Reserve Component Intelligence Officer of the Year (Second Lieutenant through Captain) - Levels I and II.

16.2.8. Outstanding Air Reserve Component Intelligence Senior Noncommissioned Officer of the Year (Master Sergeant and Senior Master Sergeant) - Levels I and II.

16.2.9. Outstanding Air Reserve Component Intelligence Noncommissioned Officer of the Year (Staff Sergeant through Technical Sergeant) - Levels I and II.

16.2.10. Outstanding Air Reserve Component Intelligence Airman of the Year (Airman through Senior Airman) - Levels I and II.

16.2.11. Outstanding Officer Intelligence Contributor of the Year (Second Lieutenant through Captain).

16.2.12. Outstanding Enlisted Intelligence Contributor of the Year (Airman through Senior Master Sergeant).

16.2.13. Outstanding Intelligence Civilian Contributor of the Year (Any civilian grade up to and including GS-13).

16.3. Responsibilities.

16.3.1. HQ USAF Director of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI) establishes eligibility criteria for the AFIAP, approves all AFIAP selectees, approves all USAF nominees for non-Air Force Intelligence Award Programs and provides funding for AFIAP certificates and plaques.

16.3.2. HQ USAF Force Development and Plans Division (HQ USAF/XOIIF) provides functional oversight to the AFIAP and non-Air Force Intelligence Award Programs.

16.3.3. HQ Air Intelligence Agency (AIA) administers the AFIAP under AF/XOIIF guidance and oversight. Specific responsibilities are as follows:

16.3.3.1. Publicize the intelligence awards criteria, application procedures, and timelines to the Senior Intelligence Officer (SIO) of each Air Force Major Command (MAJCOM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU), Unified and Combined commands and Department of Defense (DoD) agencies.

16.3.3.2. Collect, quality control and ensure nominations are ready for review by selection boards.

16.3.3.3. Provide board member nominees to XOIF for selection. Boards requiring TDY will be unit funded by member's unit.

16.3.3.4. Arrange location, time, and date to convene selection board.

16.3.3.5. Provide the selection board recommendations to HQ USAF/XOI for approval.

16.3.4. Senior Intelligence Officers (SIO). SIOs will assist in publicizing the AFIAP, other USAF awards as well as other applicable awards not governed by Air Force directives for which their personnel are eligible.

16.4. Eligibility for Awards. Nominations are open to all ISR personnel in the United States Air Force, Air National Guard and Air Force Reserve and category B Individual Mobilization Augmentees (IMA). Air Reserve (USAFR) Technicians and ANG equivalents may compete in either their civilian or military grades. Nominees must meet the following criteria:

16.4.1. Possess an intelligence or scientific/technical duty AFSC, or an intelligence-related special duty or reporting identifier. Personnel with a scientific/technical duty AFSC must be performing an intelligence function. An intelligence function is defined as any duty performing collection, processing, integration, analysis, evaluation, and interpretation of available information concerning foreign countries, military capabilities, political groups, technological developments or certain geographic areas.

16.4.2. Nominees for contributor awards must possess a non-intelligence AFSC or occupational series and must be working to support an intelligence function.

16.5. Nomination Procedures. Nomination packages will cover the preceding calendar year. The SIO of each Air Force MAJCOM, FOA, DRU, unified and combined command, and DoD joint agencies may submit one nomination for each award category. Gaining command SIOs are responsible to nominate their Reservists, to include Cat B IMAs, and Air National Guard members. No exceptions to the number of nominees will be considered. If the organization has no SIO, the ranking individual designated by AFI 31-401, *Information Security Program Management* for Sensitive Compartmented Information (SCI) purposes is the nominating authority. NATO nominations require the endorsement of the first American O-6 in the nominee's chain of command.

16.5.1. Suspense. Send nomination packages to HQ AIA/DOMP, 102 Hall Boulevard, Suite 123, San Antonio, TX, 78243-7029, not later than 15 February of each year.

16.6. Nomination Packages. Will consist of three parts: Memo of Transmittal, Nomination Cover Letter and AF Form 1206, **Nomination for Award**. See details below:

16.6.1. A Memo of Transmittal for the entire set of nomination packages, using the following format:

(Organizational Letterhead)

MEMORANDUM FOR AFIAP SELECTION BOARD

HQ AIA/DOMP

102 Hall Blvd, Ste 123

San Antonio TX 78243-7029

FROM: (Office symbol of submitting authority)

SUBJ: Air Force Intelligence Awards Program (AFIAP) - Enter calendar year during which achievements occurred)

1. (Submitting authority) nominates:

(grade and name) for (name of award).

2. We appreciate the board's consideration of our nominee(s). POC is (grade and name) at DSN_____.

(SIGNATURE BLOCK)

(#) Atch

List

16.6.2. A Nomination Cover Letter to show identification data on each nominee, using the following format (do not exceed one single sided page):

AFIAP NOMINATION COVER LETTER

NAME OF AWARD: (Award Category)

COMMAND OF ASSIGNMENT/PRESENT DUTY STATION:

GRADE AND NAME: (First/MI/Last)

SSAN: (Omit FR/FV designations)

DATE OF RANK:

COMPLETE MILITARY MAILING ADDRESS:

ORGANIZATIONAL MISSION: (State briefly)

DUTY AFSC OR OPM CLASSIFICATION SERIES: (military: duty AFSC and specialty title or civilian OPM classification series and title with comparable military AFSC)

PRESENT DUTY DESCRIPTION: (Briefly describe primary and special duty responsibilities)

16.6.3. AF Form, 1206, **Nomination for Award**, explaining the nominee's specific achievements as outlined in paragraph 16.6.4. below. Limit the AF Form 1206, **Nomination for Award**, to the front side only and prepare in typed single-spaced, bullet format using 12 pitch, Times New Roman font. Nominations may be classified up to TS/SI/TK. Collateral classified packages must follow proper classification guidelines according to DoD 5200.1-R, *Information Security Program Regulation*, January 1997, AFI 31-401 and *Information Security Program Management*. SCI packages must follow the appropriate guidelines provided in DoD 5105.21-M-1, DoD 5105.21-M-2, DoD 5105.21-M-3 and AF INTEL 201-1.

16.6.4. Nominations must include the following areas and cite examples that occurred during the current calendar year only (do not include community service, professional military education accomplishments, etc.):

16.6.4.1. Outstanding Leadership. Describe the nominee's impact on the performance of the unit or entire function the individual was leading. Clearly describe the nominee's accomplishments with a focus on the impact to the mission.

16.6.4.2. Exemplary Improvements to Warfighting Capabilities. Include planning, procedures, programming, operational concepts, etc. Again, focus on quantifying the nominee's role and impact in improving Service or Joint contingency and warfighting posture.

16.6.4.3. Outstanding Performance in Accomplishing an Exceptionally Demanding Task or Program. Include design, production, or application of an ISR product or service that clearly enhances US or allied national security objectives. Include actions to strengthen cooperation within ISR functions, between operational missions and among allies.

16.7. Selection Procedures: A board consisting of three Colonels (two active duty, which includes the board president, and one ARC), four Chief Master Sergeants (three active duty and one ARC), and at least one GS-15 senior civilian will be held to evaluate the nomination packages and make final recommendations for HQ USAF/XOI approval. Colonel or Chief Master Sergeant selectees are eligible to serve on this board.

16.8. Award Announcement and Presentation. HQ USAF/XOI will notify the winners and their chain of command of each award. All awards will be presented at an awards banquet held annually in conjunction with the Summer SIO conference. Upon notification, the submitting authority for each winner will forward a biography, a citation and two 8 by 10-inch and two 5 by 7-inch color photographs of each winner to HQ USAF/XOIIF-M, 1480 Air Force Pentagon, Washington, DC 20330-1480.

16.8.1. Biography. Limit the biography to one single-spaced typewritten page.

Double-space between name, SSN, and AFSC. Use the format shown in the following example:

STAFF SERGEANT JOHN Q. DOE

123-45-6789

AFSC: 1N051, Intelligence Operations Journeyman

Staff Sergeant John Q. Doe is an Intelligence Specialist assigned to the 12th Air Intelligence Squadron, Bergstrom AFB, Texas. He is 26 years old. Sergeant Doe was born in Lexington, Kentucky, on 1 March 1967. He attended Henry Clay High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership. After graduating from high school in 1985, Sergeant Doe worked locally and served as a church council officer for the Good Shepherd Church of Covington, Ken-

tucky. He subsequently enlisted in the Air Force in 1989. On completion of basic military training at Lackland AFB, Texas, in 1989, Sergeant Doe began technical training as an Apprentice Intelligence Operations Specialist, Goodfellow AFB, Texas, where he was an honor graduate. His next assignment was to Bergstrom AFB, where he began on-the-job training for his five-skill level. Sergeant Doe married in 1990, and both he and his wife actively participate in the local church where he serves as youth counselor. He was the Outstanding Airman of the Quarter, and subsequently for the year in 1990, for the 123rd Combat Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement

16.8.2. Citation. Submit the citation in a horizontal (landscape) format, with a 1 to 1 -inch top margin, 1 to 2-inch side margins (even on both sides) and a minimum 3-inch bottom margin. Use the format shown in the following example:

CITATION

TO

(NAME)

FOR

(NAME OF AWARD CATEGORY)

The Air Force Intelligence Award for (Outstanding Intelligence Officer Contributor of the Year) is presented to (Grade and Name), (Command), (Base), (State). Captain Doe went to extraordinary lengths to foster the outstanding operations/intelligence interface currently enjoyed by the (Command). His joint programs have been highly praised by the staff and contributed immeasurably to the "Outstanding" rating awarded the Weapons and Tactics Division and the "Excellent" rating awarded the Intelligence Division during the (Date) Headquarters Air Combat Command Unit Effectiveness Inspection. Working closely with the Chief, Operational and Target Intelligence Branches, he developed numerous joint programs to enable both pilots and intelligence personnel to continually practice combat skills. The dedication and outstanding performance of Captain Doe make him the most deserving of this award.

Chapter 17

DAEDALIAN EXCEPTIONAL PILOT AWARD

17.1. Introduction. This chapter provides guidance and procedures for the annual selection process of the Daedalian Exceptional Pilot Award.

17.2. Background and Description of the Award. This award was established in 1998 and is sponsored by the Order of the Daedalians, the national fraternity of military pilots. The objective of the award is to inspire excellence of duty performance by career military pilots who place nation above self. The award is presented annually to one Air Force and one Navy pilot. The CSAF will select the Air Force recipient. The award to the Air Force pilot and Navy pilot consists of a 16 inch bronze statuette of Daedalus mounted on a 4 inch wooden pedestal with an engraved plate, and a certificate. Awards to other aircrew members, if any, are an inscribed plaque and certificate. Nominations will encompass one or more of the following criteria:

- 17.2.1. Exceptional deeds performed to assure mission success.
- 17.2.2. Acts of valor as an aviator.
- 17.2.3. Extraordinary display of courage or leadership in the air in support of air operations.
- 17.2.4. Flying safety factors.

17.3. Nominating Procedures.

17.3.1. Where to Submit Nominations. Each MAJCOM/FOA/DRU may submit one nomination, indorsed by the commander or vice commander, to HQ USAF/XO. MAJCOM/FOA/DRU nominations will be sent to: HQ USAF/XOOT, 1480 Air Force Pentagon, Washington, DC, 20330-1480.

17.3.1. (AFMC) Each Center may submit one nomination, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

17.3.2. When to Submit Nominations. Submit nominations for the preceding calendar year by 1 February.

17.3.2. (AFMC) Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

17.3.3. How to Submit Nominations. Prepare nominations on AF Form 1206, **Nomination for Award**, using 12 pitch, Times New Roman, not to exceed two single-spaced pages. Use a bullet or point-paper format, not a running narrative. In addition:

17.3.3.1. Nominations should focus on, but are not limited to, the working level pilot (O-2/O-4). The award will always be given to a pilot, however, other aircrew members, key to the specific performance, act or accomplishment being recognized, may be included in the nomination, as appropriate.

17.3.3.2. The act must have occurred within the applicable calendar year.

17.3.3.3. Send a biography, limited to one, single-spaced typewritten page. If additional crew members are included in the nomination, include a biography on each aircrew member.

17.3.3.4. Send a citation IAW AFI 36-2805, *Special Trophies and Awards*.

17.3.3.5. Send an original and four complete copies of the nomination package (AF Form 1206, **Nomination for Award**, biography, and citation).

17.3.3.5. (AFMC) Provide an electronic copy of nomination package on diskette.

17.3.3.6. Do not send classified material.

17.3.3.7. Photographs and base-level reports of individual personnel (RIP) are not required.

Chapter 18

AWARDS NOT GOVERNED BY AIR FORCE DIRECTIVES

18.1. Non-Air Force Awards. This chapter provides information on special trophies and awards not governed by Air Force directives. The criteria for these awards are established by the civilian agency sponsoring the award. HQ USAF/XO assists in the selection process at the request of the civilian sponsor. HQ USAF/XO provides assistance to further public understanding and support for the Air Force. Participation provides award winners recognition both inside the US Air Force and in the public sector.

18.1.1. Hughes Trophy. This award is sponsored by the Hughes Aircraft Company awarded for outstanding performance of USAF, AFRC, and ANG fighter units with a mission in air defense or air superiority. The OPR is HQ USAF/XOO. Nominations are due to their office upon request.

18.1.2. AVCO/AWA Helicopter Heroism Award. This award is sponsored by the Aviation/Space Writers Association and AVCC Corporation, and is awarded to an individual for heroism efforts involving the use of helicopter. The OPR is HQ USAF/XOO. Nominations are due to their office upon request.

18.1.3. Gold Certificate of Merit. This award is sponsored by the Association of Old Crows (AOC), and is awarded for recognition of a particular service or event. It may be awarded to individuals nominated for a medal who are qualified, but not selected. The OPR is HQ USAF/XOO. Nominations are due 10 May each year to the AOC.

18.1.4. Silver Certificate of Appreciation. This award is sponsored by the AOC, and is awarded to any individual who has displayed an exceptional effort to the AOC. An example would be a secretary who volunteers time, or a member of the community who supports the local AOC efforts, or a speaker who supports a local program. Specific nominating procedures are outlined in AOC policy and procedures memorandum (PPM 2 - Awards Program), available from a local AOC chapter. The OPR is HQ USAF/XOO, and may be submitted any time to a local AOC chapter.

18.1.5. Individual AOC Medals. These include the Academic Training Medal, Executive Management Intelligence Medal, Joint Service Medal, Maintenance Management Medal, Operations Medal, Pioneer Medal, Special Technology Medal, Test and Evaluation Medal, and Training Readiness Special Medal. These are sponsored by the AOC, and awarded to those individuals who have significantly contributed to EV and related efforts in academic training, executive management intelligence, joint service, maintenance management, operations, pioneer, special technology, test and evaluation, and training readiness special medal. The OPR is HQ USAF/XOO. Nominations are due 10 May of each year to the AOC.

18.1.6. Gold Medal of Electronic Warfare. This award is sponsored by the AOC, and is their highest annual award given for outstanding advances and contributions in any or all fields of electronic warfare. The recipient does not need to be a member of the AOC. The OPR for this award is HQ USAF/XOO. Nominations are due 10 May of each year to the AOC.

18.1.7. Frank G. Brewer Trophy. This award is sponsored by the National Aeronautic Association (NAA), and is presented to an individual, or a group of individuals, or an organization for significant contributions of enduring value to aerospace education in the United States. The OPR for this award is HQ USAF/XOOT. Nominations are due 15 Dec of each year to the NAA.

18.1.8. Catherine and Marjorie Stinson Award for Achievement. This award is sponsored by the National Aviation Club (NAC), and recognizes a living woman for an outstanding and enduring contribution, or a meritorious flight, or a singular technical development in the field of aviation, aeronautics, space, or related sciences. The OPR for this award is HQ USAF/XOOT. Nominations are due 30 Nov each year to the NAC.

18.1.8.1. (Added-AFMC) Each Center may submit one nomination, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

18.1.8.2. (Added-AFMC) Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

18.1.9. Collier Trophy. This award is sponsored by the National Aeronautic Association (NAA), and is awarded for the greatest achievement in aeronautics or astronautics in America to improve performance, or efficiency, or safety of air or space vehicles. This may be an accumulation of related achievements over an extended period, but something significant must have happened during the current calendar year. First priority is given to active duty Air Force military members or Department of Air Force civilians. Do not submit posthumous nominations, or units, or organizations. The OPR for this award is HQ USAF/XOOT. Nominations are due 31 Jan each year to the NAA.

18.1.9.1. (Added-AFMC) Each Center may submit one nomination, indorsed by the commander, or vice commander, to HQ AFMC/DO. Center nominations will be sent to HQ AFMC/DOO, Area A, Bldg 262, Room S143, 4375 Childlaw Road, Wright-Patterson AFB OH 45433-5006.

18.1.9.2. (Added-AFMC) Send nomination packages not later than the dates listed on HQ AFMC/DOO web page (<http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DO/doo.htm>).

18.1.10. American Fighter Aces Association (AFAA) Francis S. Gabreski Award. This award is sponsored by the AFAA, and is given annually to the most outstanding performer during the air-to-phase of a basic(B-) course syllabus at a formal training unit (FTU). The winner must have been active duty AETC, or active duty ACC, or full time ANG/AFRC pilot during formal course training and be strongly motivated toward a career in the Air Force (to include either the ANG, or AFRC) aviation. They must have completed F-15C/E, F-16, or F-22 Basic (B-) course FTU air-to-air training during the period specified, possess exemplary qualities of skill, initiative, and devotion to duty. The OPR for this award is HQ AETC/DOFF. Nominations are due to AETC/DOFF by 1 Mar each year.

18.1.11. Killian Award. This award is sponsored by the President's Foreign Intelligence Advisory Board (PFIAB), and is given to an organization, unit, or individual associated with the conduct of extremely high quality foreign intelligence operations and analysis, or related activities. Any civilian, or military person, or group in the Intelligence Community is eligible. The OPR for this award is HQ USAF/XOIIF. Nominations are due upon request of OPR, but typically during Jun of each year.

18.1.12. Major General Jack E. Thomas Award. This award is sponsored by the National Military Intelligence Association (NMIA), and recognizes a single military or civilian member from active duty and one from the Air Reserve Component for major contributions to intelligence functions. Winners are authorized to wear the Air Force Recognition Ribbon; civilians are authorized to wear the lapel pin. The OPR for this award is HQ USAF/XOIIF. Nominations are due upon request of OPR, but typically in Apr of each year.

18.1.13. Intelligence Community Awards. These awards honor individuals, or units, from within the US Defense Intelligence Community for meritorious service, achievement, or conduct of national or community-wide significance. They include the National Intelligence Medal of Achievement, National Intelligence Certificate of Distinction, National Intelligence Meritorious Unit Citation, and the Intelligence Community Seal Medallion, and are sponsored by the Director of Central Intelligence. Criteria is found in DCID 7/1, 15 Aug 93. DCI Form 4239 is required and may be obtained from USAF/XOIIF. The OPR for this award is HQ USAF/XOIIF, and nominations may be submitted at any time to their office.

18.1.14. Director of Military Intelligence Awards. These awards are sponsored by the Defense Intelligence Agency (DIA), and recognize individuals, or units, or activities whose contributions to Defense Intelligence justify recognition. The Certificate of Achievement may be approved by HQ USAF/XOI, however the Certificate of Merit, or the Certificate of Distinction requires Director, DIA approval. The OPR for these awards is HQ USAF/XOIIF. Nominations may be submitted any time to their office.

18.1.15. Information Systems Security (INFOSEC) National Awards - Travis Trophy. This award is sponsored by the National Security Agency, and recognizes the station commander for the most significant contribution by a fixed SIGINT element. The OPR for this award is HQ USAF/XOIRY. Nominations are due to their office during Apr of each year.

18.1.16. Information Systems Security (INFOSEC) National Awards - Director's Trophy. This award is sponsored by the National Security Agency, and recognizes the station commander for the most significant contribution by a mobile and/or transportable tactical SIGINT element. The OPR for this award is HQ USAF/XOIRC. Nominations are due to their office during Apr of each year.

18.1.17. Collection Association Team Award. This award is sponsored by the National Security Agency, and is given to a group of two or more military, or civilian, personnel in recognition of the team which has demonstrated the most outstanding contributions in the collection field. The OPR for this award is HQ AIA/DO. Nominations are due in Aug of each year to either the National Security Agency, or upon request of OPR.

18.1.18. General Ben Ardisana Award (Collector of the Year). This award is sponsored by the National Security Agency, and recognizes excellence in the field of collection. Military personnel in the AFSCs of 1N2X1, 1N3XX, and 1N5X1, and civilians who perform equivalent duties are eligible for this award. The OPR for this award is HQ AIA/DOMP. Nominations are due in Jan of each year to the National Security Agency, or upon request of the OPR.

18.1.19. Thomas Mooney Award (Collection Manager of the Year). This award is sponsored by the National Security Agency, and recognizes military and civilian personnel for excellence in the field of collection management. The OPR for this award is HQ AIA/DOMP. Nominations are due in Jan of each year or upon request of the OPR.

18.1.20. William Hunt Award (Collection Association Literature Award). This award is sponsored by the National Security Agency, and recognizes military and civilian personnel for authoring collection technical papers, monographs, studies, histories, or other significant, original, collection writings. The OPR for this award is HQ AIA/DOMP. Nominations are due in Dec of each year, or upon request of the OPR.

18.2. Forms Prescribed. AF Form 3648, **Lt Gen Gordon A. Blake Aircraft Save Awards Chart**; AF Form 3649, **Aircraft Save**; and AF Form 3650, **Lt Gen Gordon A. Blake Aircraft Save Award**.

MARVIN R. ESMOND, Lt General, USAF
DCS/Air and Space Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations*
AFMAN 37-139, *Records Disposition--Standards*
AFI 31-401, *Information Security Program Management*
AFI 36-2803, *The Air Force Awards and Decorations Program*
AFI 36-2805, *Special Trophies and Awards*
DOD 5200.1-R, *Information Security Program Regulation*

Abbreviations and Acronyms

ACC—Air Combat Command
AFSA—Air Force Flight Standards Agency
AFIAP—Air Force Intelligence Awards Program
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AIA—Air Intelligence Agency
AIAA—American Institute of Aeronautics and Astronautics
AMS—American Meteorological Society
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
ATC—Air Traffic Control
ATCA—Air Traffic Control Association
ATSC—Air Traffic Service Center
AWA—Air Weather Association
AWS—Air Weather Service
CAF—Combat Air Forces
CSAF—Chief of Staff of the Air Force
DCI—Director of Central Intelligence
DCID—Director of Central Intelligence Directive
DIA—Defense Intelligence Agency
DMI—Director of Military Intelligence

DoD—Department of Defense

DRU—Direct Reporting Unit

EAD—Extended Active Duty

FOA—Field Operating Agency

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NCO—Noncommissioned Officer

NGB—National Guard Bureau

NWA—National Weather Association

OPR—Office of Primary Responsibility

POC—Point of Contact

POW/MIA—Prisoner of War/Missing in Action

SCI—Sensitive Compartmented Information

SIO—Senior Intelligence Officer

SNCO—Senior Noncommissioned Officer

TDNCO—Tactical Deception Noncommissioned Officer

TDO—Tactical Deception Officer

UCMJ—Uniform Code of Military Justice

USAFR—United States Air Force Reserve

Attachment 2**OFFICES OF PRIMARY RESPONSIBILITY FOR AWARDS**

HQ USAF/XOI 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 12, 16, 18
HQ USAF/XOII 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 18
HQ USAF/XOIR 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 18
HQ USAF/XOO 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 4, 13, 18
HQ USAF/XOOP 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 15
HQ USAF/XOOS 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 6
HQ USAF/XOOT 1480 Air Force Pentagon Washington, DC 20330-1480	Chapter 2, 7, 8, 9, 10, 11, 17, 18
HQ USAF/XOW 1490 Air Force Pentagon	Chapter 14

Washington, DC 20330-1490

HQ AFFSA/XA

Chapter 3, 5

1535 Command Drive Suite D-309

Andrews AFB, MD 20331-7002

HQ AETC/DOFF

Chapter 18

1 F Street, Suite 2

Randolph AFB, TX 78150-4325

HQ AIA/DOM

Chapter 18

102 Hall Boulevard, Suite 123

San Antonio, TX 78243-7029

Attachment 3 (Added-AFMC)**BOARD/SCORING PROCEDURES****A. Board Procedures:**

- A board consisting of at least (minimum) five members will convene to discuss all submissions in each category
- A board chairman will be appointed for each designated board
 - The board chairman will facilitate the process and has no special voting powers
 - The board chairman is responsible to present all tie votes to the Chief, Air Traffic Services for final determination
- In the event a board member is absent when the board convenes, their score sheet will be turned in prior to the board convening and will be counted equally with those board members who are present
- Multiple boards may be established to cover submissions in all categories
 - A board chairman must be appointed
 - The same board chairman may be appointed for each board.
 - All board members will have an equal vote

B. Board Scoring:

- When the board members present agree, the board chairman will call for completed voting sheets and tally all votes. The board chairman will ensure votes are accomplished in the following manner:
 - All votes will consist of whole point votes
 - Individual members may not declare a tie and split votes. Voting will be as follows:
 - All 1st place votes will receive “5” ppoints.
 - All 2nd place votes will receive “4” points
 - All 3rd place votes will receive “3” points
 - All 4th place votes will receive “2” points
 - All 5th place votes will receive “1” point
 - All remaining submissions will receive “0” points
 - Any submission with greater than a three place difference in voting between board members will be discussed to determine why board members have such differing views on a particular package
 - No board member will be forced to adjust votes
 - A board member may reconsider their vote based upon information learned during discussions
- When all discussion is complete, the board chairman will call for a final vote
 - All votes will be final

- Tallies of the final votes will be accomplished on the spot to ensure there are no miscommunications
- Board members may not release results until approved by the Chief, Air Traffic Services

[illegible]

10. Air Traffic Control Training Achievement.										
11. Airfield Management Airman (E-1 AB to E-4 SrA) of the Year.										
12. Airfield Management Supervisor (civilian) of the Year.										
13. Airfield Management Journey-man/Technician (civilian) of the Year.										

Note: Hand write scores in the appropriate block.